



# MCCPS Board of Trustees

## Governance Committee

### Monthly Meeting

Published on November 26, 2024 at 3:10 PM EST

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#### Date and Time

Tuesday December 10, 2024 at 6:00 PM EST

#### Location

Zoom Meeting

<https://us06web.zoom.us/j/92043602027?pwd=RGh6cDBVd2JkVzBFWmpmdk5yTXRKZz09>

Meeting ID: 920 4360 2027

Passcode: MCCPSgov

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Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
<b>A. Record Attendance</b>			1 m

	Purpose	Presenter	Time
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Revisiting Need for New Secretary	Vote	Polly Titcomb	5 m
<b>II. Governance</b>			<b>6:06 PM</b>
<b>A.</b> Approval of Prior Meeting Minutes	Approve Minutes	Polly Titcomb	15 m
Standing Agenda Item: Approval of minutes from prior month/months.			
<p>This month, the Committee will review the meeting minutes from all the meetings since Polly Titcomb has become chair. There were issues with timely publication and some of the minutes have been lost, so Polly recreated the minutes based on her hand-written notes of those meetings. For cleanness of the record, we will review and vote/re-vote each of these meeting minutes. Thereafter, the committee will be all caught up from past meeting minute approvals.</p>			
<b>B.</b> Member Recruitment	Discuss	Polly Titcomb	5 m
Standing Agenda Item: Recruitment for our Governance Committee and for the Board at large.			
<b>C.</b> 2025 Meeting Dates	Vote		10 m
<p>Discussion of best days/times for committee members to meet. Discussion of Polly's consistency as chair and lessons learned to improve future meetings!</p>			
<b>III. Other Business</b>			<b>6:36 PM</b>
<b>A.</b> Review of Board of Trustee Handbook	FYI	Polly Titcomb	30 m
Polly compiled VERY ROUGH, but initial draft of Board Handbook - along with outline of discussion for other possible sections to include.			
<b>IV. Closing Items</b>			<b>7:06 PM</b>
<b>A.</b> Public Comments and/or Member Comments	Discuss		5 m
<b>B.</b> Adjourn Meeting	Vote	Polly Titcomb	1 m

# Coversheet

## Approval of Prior Meeting Minutes

**Section:** II. Governance  
**Item:** A. Approval of Prior Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** GC Draft Minutes, 10\_19\_23.pdf  
GC Draft Minutes, 12\_23\_23.pdf  
GC Draft Minutes, 02\_13\_24.pdf  
GC Draft Minutes, 04\_09\_24.pdf  
GC Draft Minutes, 09\_12\_24.pdf  
GC Draft Minutes, 06\_12\_24.pdf  
GC Draft Minutes, 10\_17\_24.pdf

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# MCCPS Board of Trustees

## Minutes

### Governance Committee

#### Monthly Meeting

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#### **Date and Time**

Thursday October 19, 2023 at 7:00 PM

#### **Location**

This will be a remote meeting via Zoom.

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Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

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#### **Committee Members Present**

James Lewis (remote), Nick Santoro (remote), Paul Baker (remote), Polly Titcomb (remote)

#### **Committee Members Absent**

*None*

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### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

Polly Titcomb called a meeting of the Governance Committee of MCCPS Board of Trustees to order on Thursday Oct 19, 2023 at 7:02 PM.

#### **C.**

### **Approve Minutes**

Approved Minutes from 08/24/23 Meeting.

Paul Baker Moved.

Jeff Seconded.

Unanimous.

### **D. Discuss & Approve Older Meeting Minutes**

Polly mentioned that she noticed unapproved minutes that go back several years from all the committees when navigating Board on Track. Members were not familiar with this issue, although Nick seemed to recall something like this. Will continue discussion once Polly can provide more detail about what she saw; she just wanted to flag the issue to see if anyone else had this on their radar.

## **II. Governance**

### **A. Examine Proposed Change to By-Laws**

Polly amended by-laws to stagger the terms of appointment. Members had not had a chance to review so it will be put over to next meeting.

### **B. Review results of Board Member Self Assessment**

This was an old agenda item from Nick. He will circle back next month to see if there is anything outstanding to resolve.

### **C. Add and discuss the Board Composition Dashboard and its implementation.**

This was an old agenda item from Nick. He will circle back next month to see if there is anything outstanding to resolve.

## **III. Other Business**

### **A. Review of Committee Role & Responsibilities**

Polly mentioned her review of the Board's Roles and Responsibilities according to the By-Laws. We reviewed these together and agreed it warranted further discussion about what each item means. Nick explained his interpretation of the roles and how he applied that to creating the agendas when he was chair. We agreed to discuss this issue further at a future meeting as Jeff and Polly both agreed that new members - one of our roles - need more guidance when it comes to onboarding.

## **IV. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,  
Polly Titcomb

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# MCCPS Board of Trustees

## Minutes

### Governance Committee

#### Monthly Meeting

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#### **Date and Time**

Thursday December 28, 2023 at 7:00 PM

#### **Location**

Zoom information

Join Zoom Meeting

<https://us06web.zoom.us/j/92043602027?pwd=RGh6cDBVd2JkVzBFWmpmdk5yTXRKZz09>

Meeting ID: 920 4360 2027

Passcode: MCCPSgov

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#### **Committee Members Present**

James Lewis (remote), Nick Santoro (remote), Paul Baker (remote), Polly Titcomb (remote)

#### **Committee Members Absent**

*None*

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### **I. Opening Items**

**A. Record Attendance**

**B. Call the Meeting to Order**

Polly Titcomb called a meeting of the Governance Committee of MCCPS Board of Trustees to order on Thursday Dec 28, 2023 at 7:00 PM.

**C. Approve Minutes**

Approval of 10/19/23 minutes.

Paul motioned, Nick seconded, unanimous approval.

**D. Discuss & Approve Older Meeting Minutes**

Polly had noticed several years' worth of unapproved minutes from various committees when navigating through Board on Track to learn how to use the platform. Nick knew what Polly was referring to and members decided to look into the issue to determine if these minutes were actually in need of further action or not. To be continued at future meeting.

**II. Governance**

**A. Examine Proposed Change to By-Laws**

Polly amended language of the by-laws to create staggered terms of appointment.

Committee needed to review and approve before recommending to the full board.

Jeff motions, Nick seconded. Unanimous approval.

**B. Review results of Board Member Self Assessment**

Polly left this agenda item on from when Nick was chair (on one of his old agendas) because she didn't know if this was an outstanding issue that Nick wanted to address. He said it was not.

**C. Add and discuss the Board Composition Dashboard and its implementation.**

Polly left this agenda item on from when Nick was chair (on one of his old agendas) because she didn't know if this was an outstanding issue that Nick wanted to address. He said it was not.

**III. Other Business**

**A. Review of Committee Role & Responsibilities**

Polly included outline of description of Governance Committee's Role and Responsibilities as outlined in the By-Laws. Members discussed to see if we were complying with these roles. We discussed the need for a Board Handbook. Polly volunteered to start creating draft of one.

**IV. Closing Items**

**A. Adjourn Meeting**



There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,  
Polly Titcomb

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## MCCPS Board of Trustees

# Minutes

## Governance Committee Meeting

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### Date and Time

Tuesday February 13, 2024 at 6:00 PM

### Location

Zoom information

Join Zoom Meeting

<https://us06web.zoom.us/j/92043602027?pwd=RGh6cDBVd2JkVzBFWmpmdk5yTXRKZz09>

Meeting ID: 920 4360 2027

Passcode: MCCPSgov

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### Committee Members Present

James Lewis (remote), Nick Santoro (remote), Paul Baker (remote), Polly Titcomb (remote)

### Committee Members Absent

Elizabeth Burns

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## I. Opening Items

**A. Record Attendance**

**B. Call the Meeting to Order**

Polly Titcomb called a meeting of the Governance Committee of MCCPS Board of Trustees to order on Tuesday Feb 13, 2024 at 6:11 AM.

- C. Polly Titcomb notified the Committee that Elizabeth Burns had stepped down as a Committee member via email. Polly notified the Committee that she replied to Elizabeth's email thanking her for all her prior work on the Committee.**

- D. Approve Minutes**

Nick Santoro made a motion to Approve the minutes from August 24, 2023 Governance Committee Meeting on 08-24-23.

Paul Baker seconded the motion.

Jeff abstained as he was not present at that meeting.

The committee **VOTED** to approve the motion.

- E. The Committee then discussed the need to recruit members as we are down to four (4) voting members. Polly said she knows one parent who was interested and she will reach out to that person. We suggested putting a notice out via the weekly email updates.**

- F. Discuss & Approve Older Meeting Minutes**

Polly had previously found minutes dating as far back as November 2022 that were still unapproved. This applied to all committees and sub-committees, not just the Governance Committee. At the time of the meeting, Polly could not locate these unapproved old minutes on Board on Track. Nick suggested that they had already been cleaned out a few months back as part of the school's efforts to comply with DESE's requirements/suggestions. This item may be obsolete now, but Polly will explore the website again to make sure they are been removed.

## **II. Governance**

- A. Examine Proposed Change to By-Laws**

Nick Santoro made a motion to approve proposed language change to the by-laws.

Paul Baker seconded the motion.

Approved proposed language written by Polly relating to creation of staggered terms for board members.

The committee **VOTED** unanimously to approve the motion.

- B. Review Results of Board Member Self Assessment/Future Assessments**

This was an old agenda item of Nick's. He shared the self-assessment tool he had created and we discussed this; agreed it was more than sufficient. We suggested that this could be a tool that the individual board members use prior to the annual board retreat. We then could compile the results and discuss any themes at that meeting. We could also have each board member share their own results with the rest of the

members. Either way, we wanted this tool to be helpful rather than an opportunity to criticize ourselves or others.

### **C. Add and Discuss Board Composition Dashboard and Implementation**

This was a previous agenda item created by Nick. Since that time, he already did create a board composition dashboard. He shared it with the group via Google Docs.

Essentially, it is a document that names each board member and the experience/professional background/ perspective they offer to the group. It also provides an outline of qualities that we would ideally like the Board to have so we can keep these needed qualities in mind as we recruit board members in the future.

## **III. Other Business**

### **A. Review of Committe Role & Responsibilities**

The Committee walked through the actual charge of the GC as outlined in the By-Laws and Charter. We discussed the outstanding needs for each category and realized that, essentially, many of these needs could be addressed through the creation of a Board Handbook. We all liked this idea and agreed to start brainstorming its creation at our next meeting.

## **IV. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,  
Polly Titcomb

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### **Documents used during the meeting**

- MCCPS Bylaws, Proposed Edits, Staggered Terms, 10\_15\_23.pdf

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# MCCPS Board of Trustees

## Minutes

### Governance Committee

#### Monthly Meeting

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#### **Date and Time**

Tuesday April 9, 2024 at 6:00 PM

#### **Location**

Zoom Meeting

<https://us06web.zoom.us/j/92043602027?pwd=RGh6cDBVd2JkVzBFWmpmdk5yTXRKZz09>

Meeting ID: 920 4360 2027

Passcode: MCCPSgov

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#### **Committee Members Present**

James Lewis (remote), Nick Santoro (remote), Paul Baker (remote), Polly Titcomb (remote)

#### **Committee Members Absent**

*None*

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### **I. Opening Items**

#### **A. Record Attendance**

## **B. Call the Meeting to Order**

Polly Titcomb called a meeting of the Governance Committee of MCCPS Board of Trustees to order on Tuesday Apr 9, 2024 at 6:05 AM.

## **C. Approve Minutes**

James Lewis made a motion to approve the minutes from Governance Committee Meeting on 02-13-24.

Nick Santoro seconded the motion.

The committee **VOTED** unanimously to approve the motion.

### **Roll Call**

Polly Titcomb Aye

Paul Baker Aye

Nick Santoro Aye

James Lewis Aye

## **D. Discuss & Approve Older Meeting Minutes (?)**

We discussed how this had been a previous issue and that Board on Track had previously shown several years' worth of meetings that had yet to have approved minutes. We looked on Board on Track together and none of us could find the issue anymore. Nick suggested that the issue had been resolved after the last review by DESE, which would explain why we could no longer find those outstanding minutes on Board on Track. The Committee collectively decided that this issue had been resolved and did not need our further attention.

## **II. Governance**

### **A. Designating Minute Taker(s)**

We deferred this matter to a future meeting as there was going to be an anticipated change in membership to the Governance Committee and we thought it was best to let the "dust settle."

### **B. Next Steps/Updates - Board of Trustee Handbook**

Polly provided an update about her research for the Board of Trustee Handbook. It is a slow work in progress, but she has identified many useful resources through Board on Track and other resources gathered from other Board members, online searches of DESE expectations and the like.

## **III. Other Business**

### **A. Member Recruitment**

We discussed the need to recruit new members, especially as Paul Baker will be stepping off the Board and Committee in the coming months. We discussed how it would be helpful to talk with people at the next Exhibition and try to recruit interest directly through conversations. Otherwise we agreed to mention the issue to the full board at our next meeting and suggest that recruitment be raised in the next newsletter.

#### **IV. Closing Items**

##### **A. Public Comments and/or Member Comments**

None.

##### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:58 PM.

Respectfully Submitted,  
Polly Titcomb

DRAFT



## MCCPS Board of Trustees

# Minutes

## Governance Committee Meeting

September Meeting

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### Date and Time

Thursday September 12, 2024 at 7:00 PM

### Location

Zoom Meeting

<https://us06web.zoom.us/j/92043602027?pwd=RGh6cDBVd2JkVzBFWmpmdk5yTXRKZz09>

Meeting ID: 920 4360 2027

Passcode: MCCPSgov

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### Committee Members Present

James Lewis (remote), Nick Santoro (remote), Polly Titcomb (remote)

### Committee Members Absent

*None*

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## I. Opening Items

### A. Record Attendance



**B. Call the Meeting to Order**

Polly Titcomb called a meeting of the Governance Committee of MCCPS Board of Trustees to order on Thursday Sep 12, 2024 at 7:06 PM.

**C. Voting New Secretary**

Deferred to next meeting.

**II. Governance**

**A. Interview of Ellen Lodgen**

Nick Santoro made a motion to Recommend Ellen Lodgen as a candidate for the Board of Trustees.

James Lewis seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**B. Member Recruitment**

This item was postponed as we had just approved two new members in recent months.

**III. Other Business**

**A. Updates on Board of Trustee Handbook**

Polly asked whether others had the opportunity to review the attachments she had sent.

No one had reviewed them yet so the discussion was deferred to a future meeting.

**IV. Closing Items**

**A. Public Comments and/or Member Comments**

None.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:56 PM.

Respectfully Submitted,  
Polly Titcomb

DRAFT



# MCCPS Board of Trustees

## Minutes

### Governance Committee

#### Monthly Meeting

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#### **Date and Time**

Wednesday June 12, 2024 at 6:00 PM

#### **Location**

Zoom Meeting

<https://us06web.zoom.us/j/92043602027?pwd=RGh6cDBVd2JkVzBFWmpmdk5yTXRKZz09>

Meeting ID: 920 4360 2027

Passcode: MCCPSgov

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#### **Committee Members Present**

James Lewis (remote), Nick Santoro (remote), Paul Baker (remote), Polly Titcomb (remote)

#### **Committee Members Absent**

*None*

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### **I. Opening Items**

#### **A. Record Attendance**

**B. Call the Meeting to Order**

Polly Titcomb called a meeting of the Governance Committee of MCCPS Board of Trustees to order on Wednesday Jun 12, 2024 at 6:12 PM.

**C. Approve Minutes**

Approval of outstanding minutes deferred in light of attendance of new board candidate, Emily Promise.

**D. Discuss & Approve Older Meeting Minutes (?)**

This item was taken off the agenda as resolved at the last meeting.

**II. Governance**

**A. Interview of Emily Promise**

Paul Baker made a motion to Recommend Emily Promise as a candidate to the full board of trustees.

Nick Santoro seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**B. Member Recruitment**

This item was deferred to future meeting as it was temporarily resolved.

**C. Designating Minute Taker(s)**

Polly suggested possibility of rotating minute takers. Committee will take up the issue again at a future meeting.

**III. Other Business**

**A. Next Steps/Updates - Board of Trustee Handbook**

Polly has compiling various resources for handbook. Attached for review by Committee members. None had reviewed, so we deferred discussion to future meeting.

**IV. Closing Items**

**A. Public Comments and/or Member Comments**

None.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:10 PM.

Respectfully Submitted,  
Polly Titcomb

**DRAFT**



# MCCPS Board of Trustees

## Minutes

### Governance Committee

October Meeting

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#### **Date and Time**

Thursday October 17, 2024 at 6:00 PM

#### **Location**

Zoom Meeting

<https://us06web.zoom.us/j/92043602027?pwd=RGh6cDBVd2JkVzBFWmpmdk5yTXRKZz09>

Meeting ID: 920 4360 2027

Passcode: MCCPSgov

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#### **Committee Members Present**

James Lewis (remote), Nick Santoro (remote), Polly Titcomb (remote)

#### **Committee Members Absent**

*None*

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### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

Polly Titcomb called a meeting of the Governance Committee of MCCPS Board of Trustees to order on Thursday Oct 17, 2024 at 6:05 PM.

### **C. Voting New Secretary**

Jeff offered to be new secretary, starting this meeting. Others had no "objection" - although no official vote was taken. Jeff and Polly to discuss offline how this will work procedurally.

## **II. Governance**

### **A. Interview of Eric Neagle**

James Lewis made a motion to Recommend Eric Neagle as a candidate to the full Board of Trustees.

Nick Santoro seconded the motion.

Eric introduced himself and provided overview of his professional history. Members asked him questions, such as whether he had ever been a member of a public body (he had not); what he sees as growth areas for the school (getting up to speed technologically); what he's excited to contribute (in any area needed).

The committee **VOTED** unanimously to approve the motion.

### **B. Member Recruitment**

This item was deferred as we have recruited several members in the past several months.

We continue to try and recruit members for the GOVERNANCE Committee, but it is difficult.

Eric shared that this Committee would not be his first choice, but that he would be open to it if that's what the Board needed.

## **III. Other Business**

### **A. Updates on Board of Trustee Handbook**

I asked members about how we can move this item forward. Jeff and Nick agreed that having a complete draft - rather than a compilation of resources - would help them create more helpful feedback to give. Polly said she will do this, hopefully by the next meeting, even though it is a lot of work and she may not have the time.

## **IV. Closing Items**

### **A. Public Comments and/or Member Comments**

Head of School, Stephanie Brandt, was present for most of the meeting. She supported Eric's candidacy by expressing how invaluable he has been in many areas of need at the school and how he is always willing to help out where needed and is multi-talented.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:48 PM.

Respectfully Submitted,  
Polly Titcomb