



MCCPS Board of Trustees

Board of Trustees Meeting

Published on May 24, 2024 at 5:05 PM EDT

Date and Time

Tuesday May 28, 2024 at 7:00 PM EDT

Location

Hybrid Format:

- in person at MCCPS
- via Zoom at <https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09>

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Record Attendance and Guests		William Rockwell	
B. Call the Meeting to Order		Katie Holt	2 m
C. Public Comment	Discuss	Katie Holt	5 m
II. Minutes			7:07 PM
A. Minutes Approval	Vote	William Rockwell	8 m

	Purpose	Presenter	Time
1. 1/24 Special Board Meeting (reviewed HOS Search Committee findings)			
2. 1/30 Board Meeting			
3. 2/6 Special Board Meeting (Voted on HOS contract)			
4. 2/27 Board Meeting			
5. 3/26 Board Meeting			
6. 4/30 Board Meeting			
III. Head of School Report			7:15 PM
A. May Report	FYI	Stephanie Brant	20 m
IV. Miscellaneous Board Items			7:35 PM
A. End of Year	FYI	Katie Holt	10 m
<ul style="list-style-type: none"> • Graduation • Faculty/Staff Lunch • Committee Membership Drive • Board Retreat 			
V. Committee Updates			7:45 PM
First: Reminder to update front office			
A. Finance Committee	Discuss	Rudi Herve	15 m
<ul style="list-style-type: none"> • Review of Finance Committee Documents • Relevant Discussion • Relevant Board votes as needed 			
B. Governance Committee	FYI	Polly Titcomb	10 m
C. Personnel Committee	Discuss	Katie Holt	5 m
D. Academic Excellence	Discuss	Jessica Xiarhos	10 m
E. Development & Communications	Discuss	Kimberly Nothnagel	10 m
F. DEI Committee	Discuss	Lindsay Smith	10 m

	Purpose	Presenter	Time
VI. Public Comment			8:45 PM
A. Public Comment	Discuss	Katie Holt	5 m
VII. Closing Items			8:50 PM
A. Recap Action Items	Discuss	Katie Holt	5 m
Clerk to review actions items, add any additional items discussed.			
B. Board Comments	FYI		5 m
C. Adjourn Meeting	Vote	Katie Holt	

Coversheet

Minutes Approval

Section: II. Minutes
Item: A. Minutes Approval
Purpose: Vote
Submitted by:
Related Material: 2024_01_24_board_meeting_minutes.pdf
2024_04_30_board_meeting_minutes.pdf
2024_03_26_board_meeting_minutes.pdf
2024_02_06_board_meeting_minutes.pdf
2024_01_30_board_meeting_minutes.pdf
2024_02_27_board_meeting_minutes.pdf

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MCCPS Board of Trustees

Minutes

Board of Trustees: Special Meeting

HOS Search Committee Findings and Vote

Date and Time

Wednesday January 24, 2024 at 6:15 PM

Location

[%3DbVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09&sa=D&source=calendar&ust=1701372208267687&usg=AOvVaw3XGMIUWUNKaeM](https://www.google.com/url?q=https://us06web.zoom.us/j/98355446062?pwd)

17 Lime Street, Marblehead, MA 01945

Trustees Present

Carol McEnaney, James Lewis (remote), Jessica Xiarhos, Katie Holt, Kimberly Nothnagel, Lindsay Smith, Nick Santoro, Paul Baker, Polly Titcomb (remote), Rodolphe Herve, William Rockwell (remote)

Trustees Absent

Ian Hunt

Guests Present

Danette Russo (remote), Emma Kim Milligan (remote), Jeff Barry (remote), Ryan Milligan (remote)

I. Opening Items

A.

Record Attendance and Guests

B. Call the Meeting to Order

Katie Holt called a meeting of the board of trustees of MCCPS Board of Trustees to order on Wednesday Jan 24, 2024 at 6:26 PM.

II. Head of School Search Committee Presentation

A. Description of HOS Search Committee Actions

Jeff Lewis outlined the actions of the search committee since the ad for HoS was placed. The position was closed to candidates on 12/1/ 24.

Stephanie Brant came out ahead of the 2nd placed candidate. Other 12 candidates were some distance behind the two front runners.

Katie Holt outlined what has happened since the departure of the former HoS and what she has achieved since she stepped into the void, basically filling three newly vacant full time leadership positions.

Stephanie has had a 10 months long "on the job" interview and has excelled with tact, empathy and professionalism.

Lindsay & Paul echoed Katies words of support.

Nick echoed that the faculty is impressed with Stephanie, her leadership is top down and collaborative.

Nick shared his concern that should someone question the process, Stephanies position would be questioned. Why not interview Stephanie and another candidate to make it full proof.

Ian shared that the school needs to do the right thing and have Stephanie in place, the school has challenges that need to be addressed asap therefore need to go forward.

Polly has no issues with Stephanie, but public perception/perspective is paramount.

Ian and Paul agree/share that schools best interest is at the center of what we do..The school comes first, always!

Rudi detests coronations.

III. Public Comment

A. Jeff great recommendations..best HoS we've ever had..has done Brilliant work.

Danette..echoed everything that others have said..turned the whole school around and has made the school a better place and a great place to work. Stephanie is the best.

IV. Closing Items

A. Recap Action Items

B. Board Comments

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:15 PM.

Respectfully Submitted,
Paul Baker

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MCCPS Board of Trustees

Minutes

Board of Trustees April 2024 Meeting

Date and Time

Tuesday April 30, 2024 at 7:00 PM

Location

MCCPS

17 Lime Street 01945

<https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09>

Trustees Present

Carol McEnaney, Ian Hunt, James Lewis (remote), Jessica Xiarhos, Katie Holt, Kimberly Nothnagel, Lindsay Smith (remote), Nick Santoro, Paul Baker, Polly Titcomb (remote), Rodolphe Herve (remote), Stephanie Brant, William Rockwell (remote)

Trustees Absent

None

Guests Present

Bryan Burns (remote), Elizabeth Burns (remote), John Steinberg

I. Opening Items

A. Record Attendance and Guests

B.

Call the Meeting to Order

Katie Holt called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Apr 30, 2024 at 7:06 PM.

C. Public Comment

- Katie thanked the members of the Board who were able to attend Saturday's fundraising event
- Katie noted that John Steinberg will join the meeting at 7:30pm to discuss results from annual surveys

II. Head of School Report

A. April Report

- *Please see attached HOS Report for full document*
- Summary
 - Fundraising
 - Stephanie told the Board that the fundraiser raised over \$10k for MCCPS
 - Over \$2,500 in ticket sales, \$5,000 in auction items
 - Kim noted that this money goes to the PTO
 - Stephanie noted the confidence and skill of MCCPS students, many of whom performed as part of the talent show
 - Nick noted that given how well students did and how high participation was, it would be worth seeking out more people/students to perform next year
 - Stephanie also noted the fantastic contributions of faculty and staff, who both participated in the talent show and provided "priceless" auction items
 - Enrollment
 - Enrollment has risen from 172 at the beginning of the school year to current number of 178
 - Some families came to MCCPS during the school year in order to ensure spots in fifth grade class
 - Stephanie noted her and Meg Upton's efforts to get more, better data on intent to return
 - MCCPS will lose 11 students next SY
 - Some are going to St. John's Prep, one to MVMS, others moving out of state
 - Nick Santoro noted that this number (11 students lost YOY) is lower than in past years, and Stephanie agreed, saying this is testament to what's happening in school at MCCPS

- Application numbers from Swampscott are down from last year, which is believed to be a product of the opening of the new Swampscott school building
- MA steadily reducing the number of out-of-district students (Lynn, Salem, etc.) for coming school years
- SY24-25 budget is based on 190 students, and MCCPS will hold second admissions lottery, providing advertising/marketing beforehand to ensure community awareness
- Bus auction
 - Stephanie and Meg will be sending proposal for pickup/drop-off bus for students from Peabody, Beverly, Danvers that would provide options for either small and/or large bus
 - Stephanie noted that Meg has typically provided additional information and options for families who note the commute to MCCPS as a reason for not attending
- Staffing
 - Stephanie has let instructional assistants know that their contracts will not be renewed (because of partnerships with Endicott/SSU)
 - 4 Graduate students will come to MCCPS to work as teaching fellows
 - Molly Wright will be leading this program
 - 2 other teachers' contracts will not be renewed
 - One role will be assumed by Stephanie, and MCCPS is seeking someone with additional licensure for the second
 - Recent hires for teaching and special education roles
 - Meghan Hale will be Director of Teacher Learning for humanities, and is also completing licensure as ESL teacher
- DESE On Site Review of Special Ed Program
 - On site review done this month and the program had no findings (meaning that MCCPS is fully compliant)
 - Per Stephanie, the reviewers also complemented the school's processes
- Trainings
 - Both in person and virtual sessions have been conducted in recent weeks
 - Stephanie and the leadership team (Meghan, Molly, Jess) will be attending DESE conference next week
 - *John Steinberg arrived at this time*

III. Survey Results

A. Review and Discussion of Annual Surveys

- John and Nick spent a moment connecting John's computer for the presentation

- John led a presentation reviewing annual surveys
 - John began with VALED Survey
 - Noted that Board members had lower response rate than teachers
 - 30 out of 32 teachers responded to survey, 4 of 7 Board members (non teacher members) responded
 - John mentioned that an important piece of this survey is ensuring that teachers, the HOS, and the Board are seeing the same things and viewing progress the same way
 - Survey results were tremendously high this year, to an extent that "they can hardly get better", especially among teachers
 - Teacher and Board responses were highly correlated, suggesting that perceptions of HOS/organizational performance is fairly stable across different perspectives
 - Scores were very high, especially in regard to "creating an environment of learning"
 - Of 6 categories (Culture of Learning, External Communities, High Standards for Student Learning, etc.), all were rated as either Proficient or Distinguished, the first time this has been the case since 2017
 - John delivered series of visuals outlining results over time (from 2014-2024)
 - First time average teacher satisfaction has reached "Distinguished" category
 - Outlined criteria that showed room to improve that could serve as components of Head of School goals for SY24-25
 - These include implementing and monitoring quality instruction (which still scored as "Proficient")
 - Teacher satisfaction survey
 - Strong overall scores
 - Lowest scored item was "Workload is adequately balanced among faculty members in the school"
 - Average response was "Agree somewhat", which is a fairly solid score, though this responses to this question also had the highest standard deviation (meaning some members responded noticeably lower than "Agree somewhat")
 - Highest scored items included "Head of School works to build a positive work environment for the faculty and staff" and "Head of School assured that plans for the safety and needs of the students are developed and executed"
 - Several other questions scored very high
 - John noted that responses to "The Head of School treats me with respect and dignity" were very high, and much higher than in past years

- John noted that these scores, regardless of HOS performance next year, will be difficult to beat/replicate given how high they are ("these numbers have nowhere to go but down")
 - John and the Board enjoyed a laugh at this!
- Nick noted the important role the leadership team plays in ensuring the staff is supported, as faculty also go to them for feedback and support
- Stephanie noted how much satisfaction it brings her to see data that reflects a largely satisfied staff
- John mentioned that the Personnel Committee will review these scores during a future meeting to discuss them further and discuss how they can potentially inform next year's goals

IV. Update on Legal Matters

A. Brief status update

- Katie shared an update from Al Gray, MCCPS' attorney, regarding legal matters
 - No movement on employment discrimination case (it's been passed from federal to state entities), second has had no progress
- Rudi asked whether the Board had any information regarding upcoming zoning vote in Marblehead
 - Katie and Lindsay explained upcoming town vote regarding MBTA compliance (regards zoning in town, nothing to do with buildings themselves)
- Katie reminded Board members to keep on top of meeting minutes in BoardOnTrack and to provide Meg Upton at least 48hrs notice regarding meetings

V. Committee Updates

A. Finance Committee

- Rudi provided overview of last week's FinCom meeting
 - April is last month in which MCCPS will be in the black this year
 - Mortgage rate will rise (5.7%) and exceeds budgeted rate hike of 5%

B. Governance Committee

- Polly provided update on Governance Committee happenings
 - Polly will bring a vote forward to the Board next month regarding revision to MCCPS Bylaws
 - Committee is working on revised Board of Trustee handbook and plans to meet next month

C.

Personnel Committee

- Katie provided update on Personnel Committee
 - Met last month and discussed survey results delivery

D. Academic Excellence

- Jess X provided update on Academic Excellence Committee meeting
 - Focuses were MCAS results (which will be reported in Fall) and objectives for professional improvement for SY24-25

E. Development & Communications

- Kim mentioned that this has been largely covered based on Auction discussion

F. DEI Committee

- Lindsay provided overview of last DEI meeting
 - Chris Doyon provided presentation on how students are treated, issues are handled, etc.

VI. Public Comment

A. Public Comment

- N/A

VII. Closing Items

A. Recap Action Items

- Will to provide list of minutes to be approved to next Board meeting

B. Board Comments

- N/A

C. Adjourn Meeting

Nick Santoro made a motion to adjourn tonight's Board of Trustees meeting.

Ian Hunt seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
William Rockwell

Documents used during the meeting

- Head of School Report 4_30_2024.pdf

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MCCPS Board of Trustees

Minutes

March Board of Trustee Meeting

Date and Time

Tuesday March 26, 2024 at 7:00 PM

Location

MCCPS

17 Lime Street 01945

<https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09>

Trustees Present

Carol McEnaney, Ian Hunt, James Lewis (remote), Jessica Xiarhos, Kimberly Nothnagel, Lindsay Smith, Nick Santoro, Paul Baker (remote), Polly Titcomb (remote), Rodolphe Herve (remote), Stephanie Brant, William Rockwell (remote)

Trustees Absent

Katie Holt

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Lindsay Smith called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Mar 26, 2024 at 7:07 PM.

C. Public Comment

- N/A

D. HoS Monthly Report

- *Please see attached HOS Report for full transcript
- Summary
 - Enrollment
 - SY23-24
 - Currently have 178 enrolled total
 - Have sent intent to return
 - SY24-25
 - Enrollment projection of 204
 - Grade breakdown
 - Targeting 46 students for 4th grade, 40-45 for 6th grade, 40 for 7th, and 27 for 8th
 - Waitlists for several grade levels
 - Admissions changes from last year
 - Deadlines on intent to return
 - Stephanie noted Meg Upton's great work throughout this process
 - Created newsletter for admitted students, handled outreach to prospective families, etc.
 - Stephanie has handled all school tours herself
 - Kim noted that she's heard from several prospective parents how appreciative they are of the "white glove" treatment Stephanie provides them
 - Lindsay has heard similar things from parents
 - Discussion re: interactions with prospective families
 - Stephanie noted that there were many prospective students at Exhibition and that increasing engagement with both prospective and current students is something MCCPS can not only provide, but should provide
 - A lot of prospective students knew/recognized each other at Exhibition
 - Budget & Other Events
 - SSU Partnership
 - Stephanie has begun interviews with Salem State University fellows (4 applicants) and hopes to be able to make some decisions regarding SSU partnership by the end of the week
 - Staff Contract Meetings
 - Stephanie aims to have contract meetings complete with all staff by the end of April break

- This could be pushed back a week depending on when staff survey is sent out and returned
- Chief King will be visiting campus this week to discuss ALICE training
- DOE conducting site visit next week
 - Stephanie and Rose have been sharing documentation with the state about this
 - DESE recently completed report regarding English learning program at MCCPS
 - The school has partially implemented every indicator on the report but is not in complete compliance- Stephanie acknowledged there's work to do in this area
 - Stephanie noted increasing number of English learners at MCCPS in recent years (several Russian and Spanish-speaking students currently)
 - Katie asked where MCCPS stands in regard to compliance versus other schools
 - Little school-to-school comparison done, though results are posted on DESE's website
- Audit re: federal grant funds
 - School received approx. \$25,000 for establishment of Title I (targeted intervention) program, and auditors now following up
- School events coming up
 - Dinner and magic show coming up
 - 160 people have RSVP'd
 - School fundraiser happening in a month
- YMCA partnership
 - MCCPS will partner with YMCA next year for after school programming
 - YMCA's proposal provided affordable rates, additional benefits (discounted Y membership), flexibility re: how many students enroll

II. Committee Updates

A. Finance Committee

- Current SY23-24
 - 8 month profit of \$138k but will end up between \$2-300k loss as predicted
 - Approx. \$700k in readily available cash and \$250k in Board restricted funds
 - Next year's enrollment projections provide good news
- Budget approval for SY24-25
 - Required in order to begin contract negotiations with staff
 - Details of budget draft
 - Budget based on 190 students

- Budgeted 3% increase in payroll
- Mortgage rate will go from 3.1 to 5%
- 10% increase for healthcare
- Questions
 - Lindsay asked what assumptions this budget has been created under re: staffing
 - Stephanie: this has MCCPS back to teams of 4 at each grade level

Lindsay Smith made a motion to approve the proposed MCCPS budget for SY24-25.

Paul Baker seconded the motion.

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

Roll Call

Polly Titcomb	Aye
Jessica Xiarhos	Abstain
Nick Santoro	Abstain
Stephanie Brant	Abstain
William Rockwell	Aye
Carol McEnaney	Abstain
Paul Baker	Aye
Ian Hunt	Aye
Rodolphe Herve	Aye
Lindsay Smith	Aye
Katie Holt	Absent
Kimberly Nothnagel	Aye
James Lewis	Aye

B. Governance Committee

C. Personnel Committee

- Stephanie provided Personnel update
 - Next Wednesday, Katie Sullivan and John Steinberg will be coming to discuss year-end surveys with MCCPS staff (surveys focus on HOS leadership, teacher satisfaction, Board of Trustees)
 - Katie/John will present survey results once complete
 - Committee discussed working with Stephanie on school handbooks, which haven't been updated since 2018

D. Academic Excellence

- Next meeting occurring this coming Monday

E. Development & Communications

- Kim reviewed DevCom updates
 - Committee focused on preparing for April fundraiser
 - Fundraiser will feature "teacher wish list" items, "fund a need" options, and items from businesses in the community

F. DEI Committee

- Lindsay provided update on DEI
 - Meeting pushed back to next week due to illness
 - Next week's meeting will focus on restorative justice
 - Committee will be framing its work around school climate

III. Public Comment

A. Public Comment

- N/A

IV. Closing Items

A. Recap Action Items

B. Board Comments

- Paul mentioned professional development event at Devereux
 - Speaker delivered great presentation on neurodiversity and recommended her to anyone interested in the topic
- Board also discussed scheduling presentation with Board onboarding professional
 - Targeting June 15th from 9am-2pm

Lindsay Smith made a motion to adjourn tonight's meeting.

Nick Santoro seconded the motion.

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

Roll Call

Rodolphe Herve	Aye
Stephanie Brant	Aye
Carol McEnaney	Aye
Jessica Xiarhos	Aye
Lindsay Smith	Aye
Polly Titcomb	Aye
Paul Baker	Aye
James Lewis	Aye
Katie Holt	Absent
William Rockwell	Aye
Ian Hunt	Aye

Roll Call

Nick Santoro Aye

Kimberly Nothnagel Aye

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
William Rockwell

Documents used during the meeting

- Head of School Report 3:24.pdf
- FY25 proposed budget 2.0.xlsx

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MCCPS Board of Trustees

Minutes

Special Meeting: Review and Vote on Head of School Contract

Date and Time

Tuesday February 6, 2024 at 6:30 PM

Location

- 17 Lime Street, Marblehead, MA 01945
 - <https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09>
-

Trustees Present

Carol McEnaney, James Lewis (remote), Jessica Xiarhos, Katie Holt (remote), Kimberly Nothnagel, Lindsay Smith, Paul Baker, Polly Titcomb (remote), Rodolphe Herve (remote), Stephanie Brant, William Rockwell (remote)

Trustees Absent

Ian Hunt, Nick Santoro

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Lindsay Smith called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Feb 6, 2024 at 6:34 PM.

II. Head of School Final Contract for Review and Vote

A. Contract Review and Vote

Rudi explained the terms of new contract that was offered to Stephanie and accepted.

Action/sick days amended to come in line with all other staff.

Admin work difficult to accomplish so Stephanie will be able to work remotely as required/needed.

Note pronoun in

DRAFT



MCCPS Board of Trustees

Minutes

Board of Trustees Meeting

January 2024

Date and Time

Tuesday January 30, 2024 at 7:00 PM

Location

In Person at MCCPS (17 Lime Street, Marblehead, MA 01945)

Virtual at <https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09>

Trustees Present

Carol McEnaney, Ian Hunt, Jessica Xiarhos, Katie Holt, Kimberly Nothnagel, Lindsay Smith (remote), Nick Santoro, Paul Baker, Rodolphe Herve (remote), Stephanie Brant (remote), William Rockwell

Trustees Absent

James Lewis, Polly Titcomb

Guests Present

Brian Flynn (YMCA), Elizabeth Burns (remote), Kathleen Alexandrou (YMCA), Samantha Gambaccini (YMCA)

I. Opening Items

A.

Record Attendance and Guests

B. Call the Meeting to Order

Katie Holt called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Jan 30, 2024 at 7:03 PM.

C. Approve Minutes

Katie Holt made a motion to approve the minutes from MCCPS December Board Meeting on 01-09-24.

Paul Baker seconded the motion.

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

Roll Call

Nick Santoro	Aye
Carol McEnaney	Aye
Stephanie Brant	Aye
William Rockwell	Aye
Kimberly Nothnagel	Aye
Ian Hunt	Abstain
Paul Baker	Aye
Rodolphe Herve	Aye
Polly Titcomb	Absent
Jessica Xiarhos	Abstain
James Lewis	Absent
Lindsay Smith	Aye
Katie Holt	Aye

II. Lynch/van Otterloo YMCA Aftercare Presentation

A. Presentation and Proposal

- Stephanie introduced party from the LVO YMCA, who are attending in person to deliver a presentation on the YMCA's Aftercare program
 - Cited MCCPS' historical collaboration with the YMCA
 - YMCA uses MCCPS space for Childrens' Island, MCCPS school field trip, etc.)
 - Stephanie noted several reasons for bringing this forward as option for aftercare
 - Current staff capacity, quality of programming, equity (inability to provide scholarships/reduced fees for families who would otherwise use this program) could be alleviated by using YMCA
 - Also noted strengthening YMCA/MCCPS partnership (YMCA renting space during Summer break, etc.) and opportunity to increase MCCPS exposure
- Presentation

- Brian provided overview of YMCA's program, noting support of greater North Shore YMCA
- Samantha outlined YMCA procedures, team/staff qualifications (background checks, first aid certifications, supplemental training, etc), and introduced Kathleen, YMCA's instructional lead
- Kathleen outlined the staff composition, focus on record keeping, ability to work with high-energy students and those with learning disabilities
 - Also cited communications with parents (newsletters) to facilitate partnership with parents, that care is offered almost always (during Swampscott's closure due to heat for example)
 - Reviewed pricing and financial discounts (sibling discounts, early access to camp registration for Y members)
 - Note: numbers were based on 2pm start time, which is what MHD/Swampscott schools have used given their earlier dismissal
 - Curriculum components included homework club, painting, sports, etc.- site coordinators typically decide how to structure respective programs
- Questions
 - Katie- would this program require an MCCPS staff/faculty member on site at all times?
 - Brian- no, Y support staff covers this and there would never be fewer than 2 staff members with children through pick up
 - Katie- minimum enrollment numbers?
 - Brian- 26
 - Kim- would this program necessitate financial outlay for the school?
 - Brian- this is still exploratory, would need to connect with Stephanie to determine details
 - Paul- is the 26 student number total, or per day?
 - The 26 is a daily number, and the Y must maintain a 1:13 staff to student ratio
- The Board debriefed after the presentation
 - The Board agreed that a standard homework club is difficult for students after a school day- an opportunity to move, engage with other kids, etc. would be a better alternative
 - Stephanie reiterated the equity aspect of this- many families use this service

III. HoS Report

A. Status of HOS Negotiations

- Katie shared that the Board's subcommittee has entered into negotiations with Stephanie Brant to name her as Head of School
 - Rudi, Paul, Lindsay, and Katie have been negotiating

- They hope to have a final contract to present to the Board and vote on by EOD tomorrow (targeting 2/6 for vote)
 - Drafting committee agreed on final version of contract
- Board discussed timing for releasing an announcement to community given that community has begun to hear that the Board is in negotiations with Stephanie and agreed that it would wait until contract signature to send announcement
- Enrollment update
 - 97 applications for MCCPS from in-district towns, 52 of which are for fourth grade (the rest are for other grade levels)
 - MCCPS will release social media blast on this topic as well

B. April Fundraiser Update

- Please see DevCom committee update for information on this topic

IV. Committee Updates

A. Finance Committee

- MCCPS Budget update
 - Was \$315k/month based on prior attendance numbers, December was first month this number changed to reflect lower enrollment
 - Check for Dec. was \$206k/month (this will be the number moving forward)
 - MCCPS lost money \$100k last month- after 6 months, net income is \$300k so we can expect loss for this year between \$300-400k
- Mortgage
 - MCCPS is in difficult spot to renegotiate mortgage (current rate is approx. 3.5%)

B. Governance Committee

- N/A

C. Personnel Committee

- Moving forward with February meeting
 - MCPSA training on HOS evaluation best practices was sent to committee members

D. Academic Excellence

- Met recently
 - Aligning goals/purpose provide info and accountability on testing (will be updating committee vision for first time since 2017)

- Once iReady data from Fall/Winter/Spring, committee will digest this to share with board in October (both iReady and MCAS data will be presented)
- Moved to quarterly meetings to line up with testing schedule
- Next meeting in April

E. Development & Communications

- DevCom has agreed to partner with Stephanie to execute 4/27 student talent show to benefit annual fund (fundraising goal of \$4000)
 - Will include silent auction, ticket sales, raffle baskets
 - Silent auction items will come from both teachers and outside supporters
- Board noted the positive feedback from community on recent tours

F. DEI Committee

- Met last week
 - Currently focused on getting out family climate survey for data re: how people feel about engagement at MCCPS

G. HOS Search Committee

Katie Holt made a motion to dissolve the MCCPS Head of School Search Committee.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Lindsay Smith	Aye
Rodolphe Herve	Aye
Nick Santoro	Aye
Stephanie Brant	Abstain
Ian Hunt	Aye
Jessica Xiarhos	Aye
Katie Holt	Aye
Paul Baker	Aye
Carol McEnaney	Aye
William Rockwell	Aye
James Lewis	Absent
Polly Titcomb	Absent
Kimberly Nothnagel	Aye

V. Public Comment

A. Public Comment

- Elizabeth Burns joined but did not have any comments besides a congratulations to Stephanie

VI. Closing Items

A. Recap Action Items

- Katie will send finalized contract to the Board tomorrow

B. Board Comments

- Board will meet Tuesday at 6:30pm to vote on HOS contract

C. Adjourn Meeting

Katie Holt made a motion to adjourn tonight's meeting.

Paul Baker seconded the motion.

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

Roll Call

Lindsay Smith	Absent
Rodolphe Herve	Aye
Polly Titcomb	Absent
Jessica Xiarhos	Aye
Ian Hunt	Aye
Nick Santoro	Aye
James Lewis	Absent
Katie Holt	Aye
Carol McEnaney	Aye
Paul Baker	Aye
William Rockwell	Aye
Kimberly Nothnagel	Aye
Stephanie Brant	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:44 PM.

Respectfully Submitted,
William Rockwell

DRAFT



MCCPS Board of Trustees

Minutes

MCCPS Board of Trustees Meeting

February 2024 Meeting

Date and Time

Tuesday February 27, 2024 at 7:00 PM

Location

In Person: MCCPS, 17 Lime Street, Marblehead, 01945

Trustees Present

Carol McEnaney, James Lewis (remote), Jessica Xiarhos, Katie Holt (remote), Kimberly Nothnagel, Lindsay Smith, Nick Santoro, Paul Baker, Polly Titcomb (remote), Rodolphe Herve, Stephanie Brant, William Rockwell (remote)

Trustees Absent

Ian Hunt

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Lindsay Smith called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Feb 27, 2024 at 7:04 PM.

C. Public Comment

- N/A

D. HoS Monthly Report

- Please
- Summary
 - Enrollment
 - Up one since last meeting
 - Enrollment now at 175
 - Admissions
 - 110 applications for 4th and other grades from towns from which we can accept students
 - 71 applications for 4th grade, 61 of which are from tuition-paying towns and 49 were from MCCPS' sending districts (up from 51 applications from tuition-paying towns last year, 43 of which are from sending districts)
 - Notable increase from MHD, Nahant
 - Down from Swampscott (likely cause- opening of new school)
 - New school
 - Carol noted that there will be lots of students in the new building
 - Stephanie noted that the new school is K-4 so questions about regarding what these students will do for 5th grade
 - Stephanie's goal was 10% increase in admissions- currently tracking towards this
 - Currently basing budget on 190
 - The Board returned to the discussion regarding what the right number of students for MCCPS
 - Issue: 230 target "comes on the backs of" grades 4-6- typically smaller grades 7-8
 - Leadership team's enrollment targets for next year
 - Grade 4: 46
 - Grade 5: 46
 - Grade 6: 48
 - Grade 7: 48
 - Grade 8: 48
 - Plan to return to 4 teachers/grade, deciding whether to cap size of 8th grade
 - Current 6th grade class has 12 MHD students
 - Polly asked whether we are currently doing entry/exit surveys and if so, what we're seeing

- Stephanie confirmed MCCPS is doing this and consistently considers feedback from parents who reply
 - Will asked for clarification regarding cap for 8th grade
 - Jess and Stephanie explained, including discussion re: 1 versus 2 advisories, rotation of staff for teaching blocks, etc.
 - Rudi asked whether MCCPS would hire additional FTEs if student numbers reach 200-205
 - Stephanie confirmed she's considered positions she'd look to add in this case but currently working based on more conservative number (190 students)
 - Offers of admission go out tomorrow
- Staffing
 - Stephanie holding contract discussions soon and has begun informal discussions with staff about their plans/intents, which has provided fairly good sense of staffing needs for next SY
 - Noted that those who aren't returning are doing so for personal (not MCCPS-related) reasons
 - Stephanie also aiming to have at least one experienced Charter teacher at each grade level to help newer teachers get up to speed about project based learning, teaching at a Charter school, etc.
- Community events
 - Stephanie discussed plans for parent night, mentor night, development of prospective families program with Meg Upton (who has covered several of these initiatives)
 - Stephanie also mentioned that Meg is coordinating carpooling networking for parents
- Event at Endicott College
 - Stephanie and Jess spent time at Endicott and several students expressed interest in getting involved at MCCPS
 - Carol mentioned that the investment in college student interns is worthwhile
 - Stephanie mentioned that MCCPS has done exceptionally well as a teaching school, helping future teachers get experience
- After School Programming
 - Stephanie has continued gathering information on after school programming options with Island Roots and the YMCA
 - Noted that YMCA has high demand for their services and has mentioned they have concerns about being able to meet it
 - Said that a survey to the community would be a good start towards figuring out exactly how many students will want/need this service, which will help dictate next steps
 - YMCA still has interest in renting space at MCCPS for the Summer regardless of whether YMCA/MCCPS partner for after-school service

- Emergency Response Programming
 - Stephanie has reached out to Masonic Temple in MHD about serving as landing spot for students in the event of a school emergency that forces students to leave the premises
- Leadership Team
 - Now working on priorities for next SY for professional dev., supporting project based learning, and other topics
- Upcoming Community Events
 - Events include Magic Show, Music Extravaganza, Project Adventure, 7/8th grade trip to Washington D.C., and more

E. MCCPS 2024/25 School Calendar

Lindsay Smith made a motion to Approve the proposed calendar for the MCCPS 2024-2025 School Year.

Nick Santoro seconded the motion.

- School Calendar
 - Stephanie walked through draft for SY24-25 calendar
 - Back to 3:20pm dismissal on Mondays
 - Rolling out parent dinners for each grade at beginning of school year
 - Noted that section in MCCPS charter states that the school year and school day will be longer than that of district (183 school days for SY24-25)
 - Will include one student-led conference and one parent/teacher conference

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

Roll Call

Ian Hunt	Absent
Jessica Xiarhos	Aye
Paul Baker	Aye
Nick Santoro	Aye
Carol McEnaney	Aye
Kimberly Nothnagel	Aye
Lindsay Smith	Aye
Polly Titcomb	Aye
Stephanie Brant	Aye
James Lewis	Aye
Rodolphe Herve	Aye
Katie Holt	Aye
William Rockwell	Aye

F. Board of Trustee Training/Onboarding

- Paul proposed to allocate funds (\$450) for a three hour presentation led by Kathy Egmont discussing training, history of charter schools, and new Board member onboarding
 - From this discussion, the question was raised as to where each Board member is at in terms of his/her tenure with the Board
 - Will to send each member's term end dates before next meeting
 - Polly mentioned that Governance Committee is working to establish more staggered terms for Board members
 - The Board also discussed the possibility of changing training schedule and retreat dates moving forward
 - The Board suggested to target some time around the last week of June

II. Committee Updates

A. Finance Committee

- Rudi reviewed latest budget update
 - Reiterated that MCCPS will continue to operate at a loss this year (approx. \$200k for the year)
 - If enrollment recovers as Stephanie expects, this will be a one-off
 - Budget hasn't been finalized yet but details include 10% increase for health care insurance, 3% increase for payroll
- Mortgage interest rate
 - Interest rate on mortgage locks on 7/28, has been trending downwards from a high of 8% earlier this year

B. Governance Committee

- Polly provided update since last Governance meeting
 - Elizabeth Burns has resigned from the committee
 - Goal is for 6 committee members
 - The committee discussed development of a Board/Committee handbook and will be developing ideas during their next meeting
 - Plan to include agenda item for next Board meeting to vote on changing Bylaw language to establish staggered terms

C. Personnel Committee

- No updates at this time

D. Academic Excellence

- Jess mentioned that the committee is meeting quarterly and therefore has not met since last Board meeting

E. Development & Communications

- Kim discussed upcoming fundraiser that will include silent auction and dinner (to be held on 4/27)
 - Flatbread Pizza has offered to donate pizza and bowling with a teacher, other items include AirBnB, Dungeons & Dragons with a teacher
 - Tickets will go on sale soon

F. DEI Committee

- Lindsey provided an update on the DEI committee
 - Now meeting monthly
 - Next meeting will include presentation by Chris Doyon on representative justice (scheduled for week third week of March)

III. Public Comment

A. Public Comment

- N/A

IV. Closing Items

A. Recap Action Items

- Will to send Board members info on their current term, term ends, etc.

B. Board Comments

- Jeff mentioned that Pioneer Charter School is running on the MBTA and provided pricing for ad on a bus, suggesting that this may be valuable for next year's lottery
- Board then discussed potential advertising opportunities for MCCPS

Lindsay Smith made a motion to adjourn tonight's meeting.

Paul Baker seconded the motion.

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

Roll Call

Katie Holt	Aye
Rodolphe Herve	Aye
Nick Santoro	Aye
Carol McEnaney	Aye
Paul Baker	Aye
Polly Titcomb	Aye
Kimberly Nothnagel	Aye
Stephanie Brant	Aye

Roll Call

Ian Hunt	Absent
Jessica Xiarhos	Aye
James Lewis	Aye
William Rockwell	Aye
Lindsay Smith	Aye

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:58 PM.

Respectfully Submitted,
William Rockwell

Documents used during the meeting

- Head of School Report.pdf
- 2024-2025 School Calendar draft copy .pdf
- MCCPS-Jan-2024-Financial Statements v1.xlsx

Coversheet

May Report

Section: III. Head of School Report
Item: A. May Report
Purpose: FYI
Submitted by:
Related Material: May HOS Report.pdf

**Head of School Report
May 28, 2024
Stephanie Brant LICSW**

Enrollment/Admissions/Projections and Trends

Staffing/Hiring Updates

Compliance Reporting:

- Charter Renewal 8/1
- SOA 8/1
- Annual Report 8/1
- Strategic Plan
- Accountability Plan
- Grant Monitoring Titles 1: (on-going)
- OLA Continuous Improvement Monitoring Plan (on-going)

Parent Survey

Instructional Leadership Team Summer Work

- Competency Based Grading
- Schedule/Use of Literacy and Math Intervention Teachers/Small Group Instruction
- Finalize instructional priority focus and work for the 2024-2025 school year
- Begin Special Education Directors institute/2-year program
- PD planning for 2024-2025 to include ELL training for all staff

Other:

Title 1 Programming for Summer 2024

Alice work for 2024-2025

Safety Care Restraint Training for selected staff on June 20/21

Fire drill completed on 5/16

Mics.

School and Community Events for the Remainder of the 23-24 school year:

- Tuesday June 4 - 8th Grade vs staff kickball game during Enrichment
- Thursday June 6 - 8th Grade dinner, 6 - 7:30pm
- Friday June 7 - Band trip to competition & Canobie Lake
- Saturday June 8 - Princess Bride, 2 shows
- Monday June 10 - Music Extravaganza
- Thursday June 13 - Exhibition #3, prospective families invited a bit early (details to follow), dinner provided
- Monday June 17 - 8th Grade graduation at Abbot Hall, attendance mandatory, last day for 8th Grade students

