



MCCPS Board of Trustees

Board of Trustees Meeting

Published on September 20, 2024 at 8:02 PM EDT

Amended on September 23, 2024 at 1:21 PM EDT

Date and Time

Tuesday September 24, 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		Ian Hunt	2 m
B. Call the Meeting to Order		Katie Holt	2 m
C. Public Comment	Discuss	Katie Holt	5 m
II. Board Action Items			7:09 PM
A. New Clerk Selection and Vote	Vote	Katie Holt	10 m

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • As Will Rockwell left last month, the BOT is in immediate need of a new clerk • nominations • vote 			
B. New Board Member Nomination and Vote <ul style="list-style-type: none"> • Ellen Lodgen 	Vote	Polly Titcomb	10 m
C. Minutes to Approve: August	Approve Minutes	Katie Holt	8 m
D. Approve Minutes: July	Approve Minutes	Katie Holt	5 m
E. Approve Minutes: Board Retreat <p>Approve minutes for Board of Trustees Retreat on June 15, 2024</p>	Approve Minutes	Katie Holt	5 m
III. Head of School Report			7:47 PM
A. September Report <ol style="list-style-type: none"> 1. Enrollment/Staffing/Hiring 2. June 2024 Parent Survey Results 3. 2024 MCAS 4. iReady schoolwide diagnostic results 5. DESE site visit 6. Learning Acceleration Network 7. Misc Updates: <ol style="list-style-type: none"> a. Enrichment Roll-out b. Athletics c. Launch of PALS d. Grade-level parent dinners 	FYI	Stephanie Brant	20 m
IV. Board Annual Items			8:07 PM
A. Upcoming Agenda Items	Discuss	Katie Holt	5 m

Purpose Presenter Time

• Does a BoT member want to be charged with maintaining this?

- July - Adopt Annual Report, by July 31, Adopt Annual Board Goals
- August – Adopt HOS Goals, Open Annual Board Self Assessment
- Sept – Review Annual Board Self Assessment, Approve Committee Memberships and Vice-Chairs
- Oct – Adoption of the Annual Audit (must be done by Oct 31), MCAS Presentation, Presentation on HOS Evaluation Process by the Personnel Committee
- Nov – HOS Contract Renewal Notice
- Dec –
- Jan – HOS Mid-year review
- Feb - Adopt School Calander
- March – Set up Satisfaction Survey, Set Annual Board Retreat Date, Presentation of HOS Annual Evaluation Form
- April – Presentation by HOS of Annual Goals, Budget Adoption
- May – HOS Annual Evaluation
- June – Annual Board Retreat

B.	Board Goals	Discuss	Ian Hunt	5 m
	• continued discussion from last month			

C.	Board Self Assessment	Discuss	Jessica Xiarhos	5 m
-----------	-----------------------	---------	-----------------	-----

V. Committee Updates 8:22 PM

A.	Finance Committee	Discuss	Emily Promise	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
-----------	---------------------	---------	-----------------	------

	Purpose	Presenter	Time
E. Development & Communications	Discuss	Kimberly Nothnagel	10 m
F. DEI Committee	Discuss	Lindsay Smith	10 m
VI. Public Comment			9:22 PM
A. Public Comment	Discuss	Katie Holt	5 m
VII. Closing Items			9:27 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 to Approve: August

Section: II. Board Action Items
Item: C. Minutes to Approve: August
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Trustees Meeting on August 27, 2024



MCCPS Board of Trustees

Minutes

Board of Trustees Meeting

Date and Time

Tuesday August 27, 2024 at 7:00 PM

Location

Hybrid Format:

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

Trustees Present

Carol McEnaney, Katie Holt, Kimberly Nothnagel, Lindsay Smith, Nick Santoro, Polly Titcomb (remote), Stephanie Brant, William Rockwell (remote)

Trustees Absent

Ian Hunt, James Lewis, Jessica Xiarhos

Guests Present

Emily Promise (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 Tuesday Aug 27, 2024 at 7:07 PM.

C. Public Comment

- N/A

II. Head of School Report

A. July/August Report

- Beginning of School Year
 - Today was Day 2 of school
 - 5 days of PD that ended with Meet Your Teacher event
 - Began framing the work that'll be done this year
 - Jessica and Molly led presentation outlining changes and instructional priorities
 - Document submissions were helpful in determining the direction the school needs to go (examined annual reports, accountability plans, charter, etc.)
 - Ex: In past years, when instructional priorities have been identified they've come from top down
 - Changes for SY24-25
 - Extended time on learning, student seminar class (incorporating skills on executive functioning, technology, studying skills), reimaged enrichment (expanded to 5 days/week, now optional), shortened recess, personalized learning programs
 - General focus on personal instruction, something that's cited numerous times in MCCPS' original charter
- Enrollment
 - Currently 193 but likely to shake out to 191 by next week (up from 172 at beginning of SY23-24)
 - Stephanie mentioned that several parents from out of district had to send students elsewhere because of transportation
 - MCCPS, as a district, is unable to facilitate transportation for out-of-district families per state rules
- Other Updates
 - MCCPS selected (one of 30 schools) by the TNTP (The New Teacher Project) as part of 3-5 year initiative, sponsored by DESE to help MCCPS leadership team move the school forward via high-leverage instructional priorities
 - Visits happening 9/19-9/20, TNTP will afterwards provide instructional ideas and provide coaching on how to implement instructional changes

- Will also include monthly meetings on instructional priorities/focus areas (which include standards-aligned assessments and aligning project based learning to grade level standards)
 - Note: TNTP is a national organization, and this is part of their LAN (Learning Acceleration Network)
- This & Coming Weeks
 - Character Strong begins this week
 - iReady testing begins soon
 - This work will inform groups for PALS program
 - Enrichment begins 9/16
- Staffing
 - Currently seeking 6th grade inclusion teacher
 - Jess X certified to handle this in the immediate term, and 2 interviews are scheduled for this week
 - Currently have an open ESL position
 - Approx. 15 English language learners at MCCPS
- Miscellaneous
 - DESE site visit scheduled for 11/1 as part of Charter renewal, and they'll also likely ask for virtual interviews with BOT members
 - After school care: 25 families enrolled for T/TH (filled), and 4-5 slots available for MWF
 - 7th Grade goes to Project Adventure next week
 - Parent dinners scheduled for mid-September
 - These will be opportunities for families to network and get to know each-other
- Questions
 - Polly: can you elaborate on some of the concerns voiced by the faculty regarding scheduling changes?
 - Concerns about losing people, service providers having to be creative in drafting schedules
 - Polly: how are PALS blocks decided upon
 - Teachers will decide groupings for students

III. Board Annual Items

A. Upcoming Agenda Items

- Katie mentioned that upcoming Board items will be included on meeting agendas moving forward (please see calendar on this week's agenda)
- The Board discussed timeline for several events on this cal in coming months

B. Board Goals

- This will be tabled until next month's meeting

C. Board Self Assessment

- This will be tabled until next month's meeting

IV. Committee Updates

A. Finance Committee

- Emily and Jeff met to discuss how the school has handled finances moving forward, though this was not a formal meeting
- The initial allotment from MA was based on 201 students, so there will be an adjustment once we finalize enrollment (which is expected to be 191-193)
- Mortgage rate will get locked in post-refinancing in the next few months
- Emily's membership
 - Pending one additional form
 - Will R to revisit language used when the Board nominated Emily for Board membership
 - If Board appointed Emily on an interim basis, the Board will have to vote to make Emily a permanent member

B. Governance Committee

- Did not meet last month, but plans to meet next month

C. Personnel Committee

- Did not meet last month, but plans to meet next month

D. Academic Excellence

- Jess was not present to provide update

E. Development & Communications

- Did not meet this month

F. DEI Committee

- Did not meet this month
- Lindsay and the Board did discuss ways to promote Board and Committee membership
 - One idea included providing print-outs/brochures that parents could take home to read
 - The Board would still make in-person appearances at events in addition to providing these brochures

- Lindsay offered to develop draft brochure

V. Public Comment

A. Public Comment

- N/A

VI. Closing Items

A. Recap Action Items

- Will to determine whether the Board must vote again on Emily's membership
- Lindsay to draft brochures

B. Board Comments

- Nick provided kudos to Board member
 - Note: WR couldn't hear exact verbiage
- The Board congratulated Nick on his wedding!

C. Adjourn Meeting

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

Nick Santoro seconded the motion.

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

Roll Call

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

Will, grateful for the MCCPS Board and the wonderful teachers, staff, and Head of School, recorded his final entry as Board Clerk.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:14 PM.

Respectfully Submitted,
William Rockwell

Documents used during the meeting

None

Coversheet

Approve Minutes: July

Section: II. Board Action Items
Item: D. Approve Minutes: July
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Trustees Meeting on July 30, 2024



MCCPS Board of Trustees

Minutes

Board of Trustees Meeting

Date and Time

Tuesday July 30, 2024 at 7:00 PM

Location

Hybrid Format:

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

Trustees Present

Carol McEnaney, Emily Promise (remote), Ian Hunt, Jessica Xiarhos, Katie Holt, Kimberly Nothnagel, Lindsay Smith (remote), Stephanie Brant

Trustees Absent

James Lewis, Nick Santoro, Polly Titcomb, William Rockwell

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 Jul 30, 2024 at 7:08 PM.

C.

Public Comment

No public comment.

II. Minutes

A. Minutes Approval

Katie Holt made a motion to approve past minutes from 2012-2018 as our best approximation of the meeting date, time and decisions made by those involved. However, we understand that there may be inaccuracies in those minutes and will not make further decisions based on them as precedent. We will view them as informative and helpful reaching our own decisions moving forward rather than as precedent for future decisions. Kimberly Nothnagel seconded the motion.

Motion proposed by Board Legal Council to cover outstanding MCCPS committee meetings.

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

Roll Call

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

III. Head of School Report

A. June Report

Enrollment

- HoS shared updates on recruitment for the new school year. Encouraging progress in reaching desired goals / budget. Moving forward, school is placing particular focus on key sending districts continues (e.g Nahant, Swampscott, Marblehead etc). The board thanked HoS for all the hard work put into enrollment over the summer. Terrific progress is being made.

Staffing Hiring

- HoS shared changes to Leadership Team responsibilities in light of Meghan Hale's departure over the summer. These changes were previously shared with MCCPS

over the summer. New LT structure has greatly expedited collation and finalization of the Charter Renewal Document.

- Hiring to English Learning and other key priorities / positions are ongoing (e.g special education expertise, 8th Grade Science). School is expected to be fully resourced by start of school.

Misc

- Parents Square | In an effort to foster greater, equity in communications school is exploring new platforms which include opportunities for language translation and broader / agile engagement capabilities for parents. Platform can also carry web-pages and other key comms tools. The platform is widely used by other local school districts.
- New MCCPS School Signage - due to compete by start of school.
- YMCA Afterschool seats have been filled. YMCA are also using school facilities as part of agreement. Board acknowledged this could be a valuable source of income for the school.

B. Annual Report

Katie Holt made a motion to approve for the MCCPS Annual Report pending suggested edits.

Kimberly Nothnagel seconded the motion.

MCCPS Board expressed gratitude for the work the MCCPS HoS and LT have put into the preparation of the draft report. A couple of suggested edits include updating links to key web-pages and documents before submission.

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

Roll Call

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

C. Charter Renewal

Katie Holt made a motion to approve the draft Charter Renewal pending suggested edits. Carol McEnaney seconded the motion.

Board suggested Student Discipline Tables for Charter Renewal to be rechecked for consistency before submitting.

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

Roll Call

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

D. MCCPS Student Opportunity Act

HoS shared background information of SOA for MCCPS. This has been a key discussion among the MCCPS LT. Board shared excitement in how the document highlights some of the key concepts and initiatives that differentiate MCCPS from other local schools (e.g stronger connections to Salem State & Merrimack Valley for talent recruitment, enrichment, accelerated learning programs and social / emotional programming). Board congratulated the MCCPS HoS and her Leadership Team.

Jessica Xiarhos made a motion to approve the MCCPS Student Opportunity Act draft document.

Katie Holt seconded the motion.

The board recommended that the document should be shared to the broader school community.

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

Roll Call

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

IV. Miscellaneous Board Items

A. Retreat Action Items

Katie Holt made a motion to We vote to name Emily Promise as the MCCPS treasurer of the MCCPS Board of Trustees to serve a 2-year term pending DESE approval.

Ian Hunt seconded the motion.

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

Roll Call

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

Board discussed MCCPS board goals and agreed to share a final set of goals to vote at the next meeting.

B. School Beautification/Fall Prep

Jeff will lead team to explore opportunities to beautify school in advance of the start of the school.

V. Committee Updates

A. Finance Committee

Emily and Rudi transitioned responsibilities and has been working with Jeff.

- General Budget
 - Shortfall in budget - 195K loss was expected and managed. School on track
- MCCPS Foundation
 - Exploring options to better leverage the Foundation (to replace the Student Success Fund)
- School Loan
 - Existing building loan (3.2%) will be locked into 4.72%.

B. Governance Committee

No update provided.

C. Personnel Committee

Did not meet

D. Academic Excellence

Did not meet

E. Development & Communications

Did not meet

F. DEI Committee

Discussions on meeting effectiveness being explored to advance diverse perspectives.

VI. Public Comment

A. Public Comment

No public comment.

VII. Closing Items

A. Recap Action Items

B. Board Comments

- Board explored options to advance participation in committees and recruiting new board members. This including asking the Governance Committee to map key skills gaps to support board goals / priorities.
- Start of School BBQ and Meet the Teachers as key activities were also discussed.
- Board on Track Self Evaluation - MCCPS Chair to send email asking for participation.

C. Adjourn Meeting

Kimberly Nothnagel made a motion to adjourn the meeting.

Ian Hunt seconded the motion.

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

Roll Call

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

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,
Ian Hunt

Documents used during the meeting

- Head of School Report 7_30_24.pdf
- Draft of MCCPS 2023-2024 Annual Report .pdf
- Draft of MCCPS Renewal .pdf
- Draft of MCCPS Student Opportunity Act Plan .pdf
- Draft Board Goals.txt

Coversheet

Approve Minutes: Board Retreat

Section: II. Board Action Items
Item: E. Approve Minutes: Board Retreat
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Trustees Retreat on June 15, 2024



MCCPS Board of Trustees

Minutes

Board of Trustees Retreat

Date and Time

Saturday June 15, 2024 at 9:00 AM

Location

MCCPS

17 Lime Street

Marblehead, MA 01945

Trustees Present

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

Trustees Absent

None

Guests Present

Emily Promise, Kathy Egmont

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 Saturday Jun 15, 2024 at 9:16 AM.

C. Review Agenda and Expectations

- Will provided a summary of today's agenda, and Katie asked that everyone grab coffee, food, etc. as we proceed throughout today's session

II. Board Training

A. Board Training

- Please see attached for full training presentation
- Summary
 - Introduction
 - Kathy asked that each Board member share his/her name and a bit about where where he/she attended 8th grade and what the school was like
 - Noted difference between public versus private board- all decisions are accountable to the public and processes must be transparent
 - True or False
 - Kathy reviewed some basic Board responsibilities
 - Board members are special state employees
 - No gifts of more than \$50
 - Board is subject to public meetings
 - Minutes must be kept and made available to public (both committee and Board)
 - Exec. Session is permissible in certain instances (personnel, contract issues, etc.)
 - Amendments to Charter DESE must be submitted by 8/1
 - Allows
 - Financial Disclosure forms must be submitted to Town Clerk, DESE, and Ethics Committee
 - History of Charter Schools
 - Began in the 1980s, developed model of receiving funding directly from state rather than town superintendent
 - Public schools are still reimbursed for each pupil taken by Charter school
 - Governance
 - The Board defines the school's mission, approves school policies, hires and holds accountable the executive director, formulate a long range plan ensuring the viability of the school, and serve as financial stewards of the school
 - Kathy and the Board discussed fundraising & foundation options

- Kathy discussed the concept of a Foundational Board and methods for managing public and private funds
- Board Approved Annual Functions
 - Include Accountability Plan, Annual Audit, Annual Report, Charter Renewal & Amendments, CORI Checks, Fire Inspections, and many more
- School Authorization and Oversight
 - Faithfulness to charter, academic program success, culture and family engagement, and org. viability
 - Kathy and the board discussed common misconceptions about Charter schools and the role of Charter schools in serving the needs of special ed students
 - Noted that MCCPS received a glowing review from the state this year regarding its special ed. services
 - Kathy recommended that the Board set aside time during Sept. Board meeting to review policies and DESE's questions in advance of their October site visit
 - Kathy also recommended that the next strategic plan be developed after DESE's October visit, as their findings will inform strategic plan
 - Board would vote to approve during June, 2025 meeting
- School finances
 - State dashboards available showing DESE's view of a school's finances
 - Can be accessed online through the DOE (navigate to Board of Ed site, lookup charter schools and you'll find financial dashboards)
 - Assessment based on money in the bank, debts, enrollment
- Access and equity
 - Kathy reviewed access and equity information and shared links on the topic for the Board to review, and also noted the importance of understanding the perspectives of the community, their circumstances, and their experiences
- Strategic Plan
 - Kathy walked through guiding principles for the development of a strategic plan
- Finances
 - Kathy reviewed financial differences between public and Charter schools
 - Public schools' facilities are paid for by their municipality, whereas Charter facilities are not
 - This makes it much easier for public schools to provide higher salaries, as these capital expenses aren't a concern

- Kathy and the Board reviewed the four components of Charter tuition (foundation rate, above financial rate, facilities, and transportation)
- Recommendation for looking at finances
 - Look at admission and understand who you want to serve
 - If you have foundation holding money for school you use a compound audit
 - Foundation could raise funds and allocate it without public interference (but these must be private funds)
- Scenarios
 - Kathy and the Board walked through several scenarios
 - Takeaways included notes that texts shouldn't be used for any official business, the importance of not providing opinions on school matters/procedures outside meetings, the role of Board members as mandatory reporters, and the requirement of CORI test for all Board members
 - This is especially important because Board members, as state employees, can have their cell phones and records taken in the event of a lawsuit
- Kathy concluded and offered to help with the development of the next strategic plan in the future

III. 10 Minute Break

A. 10 Minute Recess

- The Board took a brief break for food and coffee

IV. Vote on Board of Trustees Candidate

A. Vote on candidacy of Emily Promise

William Rockwell made a motion to the Board appoint Emily Promise as a member of the MCCPS Board of Trustees to fill a term commencing immediately upon approval by Department of Elementary and secondary Education and expiring three (3) years from the date of DESE approval.

Katie Holt seconded the motion.

- Polly recommended Emily to join the Board of Trustees, as the Governance Committee met with her last week to review her candidacy
 - Also noted that Emily has no direct interest in the school, which is always valuable
- Emily spoke to her own background and experience and the opportunity to join the Board and serve as Treasurer

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

Roll Call

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

William Rockwell made a motion to move that the Board invite the newly appointed Trustee, Emily Promise, to all Board Meetings and activities while her approval is pending with the Department of Elementary and secondary education. Polly will be entitled to participate as provisional Trustee and will be able to participate in all activities and discussions, except voting, until the formal approval from the Department of Elementary and Secondary Education, and will not be counted when determining a quorum.

Katie Holt seconded the motion.

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

Roll Call

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

V. Planning SY24-25 Committees

A. Deliberate on current committees & discuss purpose of each

- Current Committees
 - Governance
 - Finance
 - Personnel

- Academic Excellence
- DevCom
- DEI
- Katie noted that, after speaking with Stephanie, we should begin to rethink/reconsider how we perceive "community", as this is a regional school and said that we, as a Board, should strive to have committee/Board composition reflect this diversity
 - This would be a great potential goal for SY24-25

VI. Selection of Board Officers & Committee Chairs for SY24-25

A. Board Officer & Committee Elections

Katie Holt made a motion to reelect Will Rockwell as Board Clerk for a two year term ending June 14th, 2026.

Polly Titcomb seconded the motion.

- Rudi noted what a wonderful job Will has done as clerk compared to the last one!

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

Roll Call

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

Katie Holt made a motion to Emily treasurer.

Paul Baker seconded the motion.

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

Roll Call

Katie Holt	Aye
Kimberly Nothnagel	Aye
Ian Hunt	Aye
William Rockwell	Aye
Polly Titcomb	Aye
Stephanie Brant	Aye
Lindsay Smith	Aye

Roll Call

Rodolphe Herve	Aye
Nick Santoro	Aye
James Lewis	Aye
Carol McEnaney	Aye
Paul Baker	Aye
Jessica Xiarhos	Aye

B. Update on Current Board Member Terms

Katie Holt made a motion to reelect Will Rockwell for a second three year term as a Board of Trustees member for MCCPS.

Paul Baker seconded the motion.

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

Roll Call

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

- The Board discussed and decided upon chairs for each of its current committees
 - Katie Holt: Personnel
 - Polly Titcomb: Governance
 - Emily Promise: Finance
 - Lindsay Smith: DEI
 - Ian Hunt volunteered to join this committee as a member
- Kim Nothnagel: DevCom
 - Jeff Lewis volunteered to join this committee as a member
- Jess Xiarhos: Academic Excellence
- A question raised asking the definition of a "work group" versus a "committee"

VII. 10 Minute Break

A. 10 Minute Recess

- The Board elected to continue rather than take a break

VIII. Board and HOS Goals

A. Review SY23-24 Goals

- Note: SY23-24 Goal 1: Conduct a thorough process and documentation review and establish standard operating procedures (“SOPs”) for documents and archives, ensuring complete OML compliance and easy access to important information for both internal and external stakeholders on the school website, BoardOnTrack and other avenues.
 - Katie acknowledged that this was overall a success, as students enjoyed their year, recruitment improved, and the staff appears energized
 - Jess added that SOPs are a work in progress, as it sometimes feels like the Board repeats itself on several processes (ex: Board member onboarding) and Katie mentioned that this is likely a multi-year goal
 - The Board noted that great progress was made on MCCPS website and cited Meg Upton's work on this
- Note: SY23-24 Goal 2: Build and promulgate the MCCPS brand through community engagement, events, and digital and print messaging.
 - Katie noted that great progress was made on this, as Rose, Kim, Stephanie, Meg, and others have put great effort into this with great success
 - Board members mentioned the importance of ongoing engagement from Board members, whether that is attending events, advocating for the school, or volunteering
 - The Board also discussed the role of DevCom and Kim mentioned that she, Stephanie, and Katie would meet to sharpen the focus of this committee
 - Kim noted that Stephanie invested in paid advertising that was incredibly well executed and felt that this provided a lot of value
 - Stephanie also mentioned the effectiveness of the second round of mailing
- Rudi asked the teachers on the Board about the in-school environment and whether there is anything more the Board can be doing
 - Jess mentioned that there's a systemic exodus of teachers from the profession and that they're certainly short staffed... that said, morale is good and the staff feels empowered to do great work
 - Nick mentioned that he feels there's a recognition of ways to grow and how to make things better among the staff

B. SY24-25 Goals

- Katie opened by recommending goals centered on enrollment and engagement and reiterated Kathy's point made during the training that we as a Board can do a lot to engage with the larger community outside MHD
 - Lindsay mentioned that she's considered visibility as a goal and felt this is encompassed in the broader engagement/enrollment idea

- The Board discussed ways of making itself more visible, with Polly raising the possibility of the Board introducing itself during Exhibition
- Stephanie mentioned Board attendance at the upcoming class-by-class dinners she'll be holding during the year
- Nick also mentioned having Committee/Board attendance at Exhibition, potentially having a table set up, and/or having Board members at the school in the morning
 - The Board gave kudos to Kim and Lindsay for their constant presence at MCCPS
- Emily noted development of MCCPS Foundation as worthy of being a goal
- Polly added the development of a student handbook as a goal
- The Board then discussed current and future-facing composition of the school, as MCCPS isn't currently at 80% of required in-district students
 - The Board then talked about 7-8th grade enrollment, citing a trend of Village School students coming to MCCPS instead of MVMS
- Will to draft Board goals and share next month

IX. 10 Minute Break

A. 10 Minute Recess

- The Board elected to continue rather than take a break

X. Preparing for SY24-25

A. Current SY24-25 Outlook

- Enrollment
 - Projected enrollment of 190
 - Currently have 183 confirmed students for SY24-25 with dozens of applicants (56 total) for upcoming lottery
 - 15 applications for 4th (5 are in district), 10 for 5th (6 are in district), 17 for 6th (2 in district), 9 for 7th (3 are in district), 1 in district for 8th
 - Have space in grades 4, 7, and 8
 - Currently have 40 students in Grade 7 and 24 in Grade 8
 - Grade 8 will be one advisory
 - In Stephanie's conversations with DESE, they've mentioned that enrollment is down across the state and very few schools are adding students this year
- Budget
 - Rudi expects we will lose another \$13k this year
- Classes
 - Spanish will be offered beginning in 4th Grade
 - Stephanie mentioned that she hasn't heard any complaints from parents regarding the loss of French last year

B.

Upcoming Items & Deadlines

- The Board will skip its June meeting, as this retreat has sufficed, but Personnel and Finance will meet this month
- The Board will meet in July and will be prepared to vote on the following reports
 - Charter Renewal due 8/1 (requires Board vote)
 - Annual Report due 8/1 (requires Board vote)
 - SY24-25 Budget due 8/1 (requires Board vote)
- The Board will vote to extend the current strategic plan for another 12 months during its July meeting

C. Strategic Plan

XI. Closing Items

A. Action Items & Next Steps

- Will reviewed action items for next meeting
 - Will to draft Board goals and share before next meeting
 - Will to send Polly previous committee goals
 - Will to submit request to DESE for Emily's candidacy

B. Adjourn Meeting

Katie Holt made a motion to adjourn today's Board Retreat.

Paul Baker seconded the motion.

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

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:41 PM.

Respectfully Submitted,

William Rockwell

Documents used during the meeting

None