



MCCPS Board of Trustees

Board of Trustees Meeting

Published on January 25, 2025 at 9:48 AM EST

Date and Time

Tuesday January 28, 2025 at 7:00 PM EST

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

	Purpose	Presenter	Time
A. Minutes to Approve: December	Approve Minutes	Ian Hunt	5 m
III. Head of School Report			7:14 PM
A. December/January Report	FYI	Stephanie Brant	15 m
B. HOS Mid Year Review	Discuss	Katie Holt	10 m
<ul style="list-style-type: none"> • Personnel Committee met and developed Mid Year Review • Board to do review independently and submit to Katie Holt no later than Tuesday, February 4th 			
IV. Board Annual Items			7:39 PM
A. Upcoming Agenda Items	Discuss	Jeff Smith	2 m
<p>July - Adopt Annual Report, by July 31, Adopt Annual Board Goals</p> <ul style="list-style-type: none"> • 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. MCPSA monthly update	FYI	Lindsay Smith	5 m

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • MCPSA corner: Advocacy Week 2025 is 2/3- 2/7 here is the link to register. We need full board participation. • Reminder that we need everyone to do the MCPSA survey. Here is the link for the agenda. We need full participation on this for our all inclusive spring board retreat planning. • We need a date (or 2) for the board retreat. 			
C. Stipend to hire a meeting admin for the board and its committees	Discuss	Polly Titcomb	10 m
V. Committee Updates			7:56 PM
A. Finance Committee	Discuss	Emily Promise	10 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	5 m
C. Academic Excellence	Discuss	Jessica Xiarhos	5 m
D. Development & Communications	Discuss	Kimberly Nothnagel	5 m
E. DEI Committee	Discuss	Lindsay Smith	5 m
F. Personnel Committee	FYI	Katie Holt	5 m
<ul style="list-style-type: none"> • Update 			
VI. Public Comment			8:31 PM
A. Public Comment	Discuss	Katie Holt	5 m
VII. Closing Items			8:36 PM
A. Recap Action Items	Discuss	Katie Holt	5 m
Clerk to review actions items, add any additional items discussed.			

	Purpose	Presenter	Time
B. Board Comments	FYI	Katie Holt	5 m
<ul style="list-style-type: none"> • need for meaningful and proactive participation 			
C. Adjourn Meeting	Vote	Katie Holt	

Coversheet

December/January Report

Section:	III. Head of School Report
Item:	A. December/January Report
Purpose:	FYI
Submitted by:	
Related Material:	Head of School Report 1_28_2025.pdf MCCPS Acceptable Use Policy for Surveillance Cameras.pdf

Head of School Report

January 28, 2025

Stephanie Brant

1. Enrollment
2. Staffing
3. December 2024 Staff Culture/Climate Survey
4. 2025 Charter Renewal
 - a. Preliminary feedback
 - b. Next steps
5. 2025 Admissions
 - a. Application Trends
 - b. Application Numbers
 - c. Open Houses
 - d. Marketing Initiatives
 - e. Lottery Dates
6. MCCPS Camera Surveillance Policy
 - a. MPD Memorandum of Understanding
7. Progress towards HoS Goals
8. Miscellaneous Updates
 - a. Mid-year Iready Testing
 - b. Teacher Evaluation
 - c. ALICE parent meeting
 - d. OLA Continuous Monitoring Plan complete
 - i. ELPAC meeting

MCCPS Acceptable Use Policy for Surveillance Cameras

Video surveillance is the use of security cameras to monitor and record activity in a specific area or location for security, safety, or monitoring purposes. Security cameras capture live footage, which can be viewed in real-time or recorded for later review. MCCPS seeks to promote and foster school safety and reserves the right to place and use surveillance cameras on its school grounds.

Purpose of Surveillance Cameras at MCCPS

The surveillance cameras at MCCPS are installed to enhance the safety and security of students, staff, and visitors, as well as to protect school property and ensure the orderly operation of the school. Cameras are strategically placed in public areas, such as hallways, the community room, and outdoor perimeters. They are not installed in locations where there is a reasonable expectation of privacy, including offices, classrooms, the gymnasium, the music or art room, and restrooms.

Key Objectives:

1. **Promote a Safe Environment:** Deterring behavior that violates laws, Board of Trustees policies, and school-based rules.
2. **Incident Documentation:** Recording images to identify individuals involved in violations of laws, policies, or school rules.
3. **Child Search Support:** Assisting in the search for lost or missing children.
4. **Emergency Aid:** Supporting emergency services personnel during critical situations.

Access to Surveillance Footage Access to surveillance footage is restricted to authorized personnel, including the Head of School, Assistant Head of School, Coordinator of Technology, Business Manager, and Front Office Manager. Access may also be granted to law enforcement officials when required by law, during an active investigation, or during a critical incident at MCCPS. MCCPS and the Marblehead Police Department have entered into a Memorandum of Understanding for this purpose.

Retention of Surveillance Footage Surveillance footage will be retained for 30 days unless it is needed for an ongoing investigation, disciplinary action, or legal proceeding. After the retention period expires, the footage will be automatically deleted unless archived for a specific purpose.

Destruction of Surveillance Footage: Footage that is no longer needed will be securely destroyed to protect the privacy of individuals captured in the recordings. Digital footage will be deleted using methods that prevent recovery, and any physical media used for storage will be shredded or otherwise rendered unusable before disposal.

Storage of Surveillance Footage: Surveillance footage will be stored in one of two places.

1. The Unifi "MCCPS Cloud Cam" cloud server
2. On an MCCPS Google drive with a locked-down shared drive that only members who have access to the "MCCPS Cloud Cam" server.

Monitoring: Monitoring will be conducted by designated staff to ensure safety, security, and operational efficiency. This may occur through the front office monitor or via other electronic devices, such as laptops or phones, by logging into the MCCPS UniFi Cloud Cam account. A camera feed will be set up in the front office for live viewing and periodic review by authorized personnel.

Camera Placement and Operation Cameras will be placed in locations that maximize safety and security while minimizing any intrusion into personal privacy. They will operate continuously during school hours and any other times when the school premises are occupied. Signage will be placed at prominent locations to inform individuals of the use of surveillance cameras on school property.

Prohibited Use of Surveillance Cameras Surveillance cameras may not be used for the purpose of monitoring staff performance, evaluating teacher effectiveness, or for any non-security-related purposes unless explicitly authorized by the school district. Unauthorized tampering, disabling, or misusing surveillance equipment is strictly prohibited and may result in disciplinary or legal action.

Privacy Considerations The school is committed to protecting the privacy of students, staff, and visitors. Surveillance cameras will not record audio unless explicitly approved and in compliance with applicable laws.

Notification of Surveillance Camera Use Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras. Such notification may include, but is not limited to, notice of the use of surveillance cameras being published in the student handbook, employee handbook, and the District's website. Such notification does not preclude, as deemed appropriate by the school administration, the discussion of the use of surveillance cameras with staff and students to heighten awareness and help foster a sense of security.

Policy Review and Updates This policy will be reviewed annually by the school administration and updated as necessary to ensure compliance with applicable laws and regulations and to address the needs of the school community.

Training and Accountability Authorized personnel with access to surveillance footage will receive training on the appropriate use and handling of surveillance equipment and recordings. Records of access and use will be maintained to ensure accountability and transparency.

Questions and Concerns Any questions or concerns regarding the surveillance camera policy should be directed to the Head of School and the MCCPS Coordinator of Technology.