



MCCPS Board of Trustees

MCCPS Board of Trustees Annual Retreat

Published on June 20, 2025 at 9:56 AM EDT

Date and Time

Saturday June 21, 2025 at 9:00 AM EDT

Location

At MCCPS.

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

Agenda

| | Purpose | Presenter | Time |
|-------------------------------------|---------|--------------|----------------|
| I. Opening Items | | | 9:00 AM |
| A. Record Attendance | | | 1 m |
| B. Call the Meeting to Order | | | |
| II. Other Business | | | 9:01 AM |
| A. Retreat see attached | Discuss | Will Gardner | 250 m |

| | Purpose | Presenter | Time |
|---------------------------|---------|---------------|----------------|
| III. Closing Items | | | 1:11 PM |
| A. Lunch | Discuss | Lindsay Smith | 30 m |
| B. Adjourn Meeting | Vote | | |

Coversheet

Retreat

| | |
|--------------------------|----------------------------------|
| Section: | II. Other Business |
| Item: | A. Retreat |
| Purpose: | Discuss |
| Submitted by: | |
| Related Material: | MARBLEHEAD CS RETREAT AGENDA.pdf |

Marblehead Board Retreat**June 21, 2025****Time: 9 AM - 1 PM****Location: Marblehead (in person)****Key goals for the retreat**

- Build community among the board, deepening the board's ability to operate as one voice.
- Review the roles and responsibilities of the board, with special attention to the governance/management line.
- Identify potential areas for board development, based on self assessment results.
- Create an updated Trustee Onboarding process

Room Setup Needed

- Projector / screen, Mac Adapter for projector
- Internet connectivity plan if anyone joining via Zoom (strongly recommend against this, but I know it can be necessary)
- Ability to split into small working groups
- 1 large easel / notepads / markers. (If paper is sticky, easel is not necessary)
- Several pads of sticky notes
- Extra pens for the table
- Name tags (blank, we can write our own)

Pework

- Review [self-assessment results](#)

Draft Agenda

| Item | Time | Pework / Materials Needed |
|--|---------|---|
| Welcome / Warm-up / Connection (Will) <ul style="list-style-type: none"> - Icebreaker - Review board norms <i>Purpose: Activate all voices in the room. Allow the group to gain comfort with Will, the facilitator, and allow Will to get to know the board members a bit better.</i> | 15 mins | |
| Review and Discuss of Board Roles & Responsibilities (Will) | 45 mins | Provided in the room: <ul style="list-style-type: none"> • School's bylaws • DESE's Conditions for Charter School Success |

| | | |
|---|---------|---|
| <ul style="list-style-type: none"> - Ground discussion in board's role, according to DESE and the school's bylaws - Scenarios to ensure board/governance role is clear <p><i>Purpose: Ensure that everyone on the board shares the same understanding of their roles and responsibilities as a governing board.</i></p> | | |
| <p>Review and Discuss Board Self-Assessment Data (Will)</p> <ul style="list-style-type: none"> - Overview of the self-assessment data - Discussion around what items mean, for those that may be unclear. - Identify areas for committees to consider prioritizing <p><i>Purpose: Identify areas to build board capacity</i></p> | 30 mins | <p>Provided in advance:</p> <ul style="list-style-type: none"> • Self-Assessment Data |
| Break | 15 mins | |
| <p>Set Goals for Board Development</p> <p><i>Purpose: Create a small number of goals related to building the Board's capacity over the course of the next school year</i></p> | 30 mins | <p>Provided in room:</p> <ul style="list-style-type: none"> • Sample board capacity goals |
| <p>Review and Approve Proposed Onboarding Plan for New Trustees (Lindsay and Polly)</p> <p><i>Purpose: Practice the process of reviewing and approving a proposal from a subcommittee</i></p> | 60 mins | <p>Provided in room:</p> <ul style="list-style-type: none"> - Onboarding plan proposal - Description of proposal review process |
| <p>Closing / Wrap Up (Lindsay + Will)</p> <ul style="list-style-type: none"> - Gratitude for engagement! - Address any "parking lot" issues identified through the morning - Last Words (How are people feeling as they leave the retreat?) - Retreat evaluation <p><i>Purpose: Create closure for the retreat; provide feedback to the planning team about what worked well / didn't work well (and what</i></p> | 15 mins | <p>Provided in room:</p> <ul style="list-style-type: none"> - Retreat evaluation (paper and digital copy) |

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| <i>may need follow up after the retreat).</i> | | |
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