DRAFT

MCCPS Board of Trustees

Minutes

Board of Trustees

Date and Time
Monday November 27, 2017 at 7:00 PM

Location
MCCPS - 8th Grade classroom

Trustees Present
Ian Hunt, Jen Jewell, Karl Smith, Katie Hope, Nina Cullen-Hamzeh, Paul Baker, Sean Killeen

Trustees Absent
Ellen Lodgen, Fred Ferris, Tony Palladino

Guests Present
Artie Sullivan, Christopher Riegle, Nichole Thompson

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Jen Jewell called a meeting of the board of trustees of MCCPS Board of Trustees to order on Monday Nov 27, 2017 at 7:00 PM.

C. Approve Minutes

Karl Smith made a motion to approve minutes from the Board of Trustees on 10-24-17 Board of Trustees on 10-24-17.
Katie Hope seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. HOS Report

A. Monthly Report

The HOS presented her monthly update.
The first Exhibition of the school year was a fabulous success.
Judith Nunez is continuing her student attrition/retention project. Two open meeting have been held to date, both of which were sparsely attended. Karl Smith suggested that the project be expanded to include current and former teachers and staff.
A Lockdown Drill will be conducted on 12/1/17. Parents will be informed by email prior to the event in order to alleviate any undue stress.
Erik Murphy has been hired as a teaching assistant for the 6th Grade and Integrated Arts.
An additional one-on-one teacher is required for a 5th grade student and $12,000 is necessary to fill the position.
Twenty out of the 50 students in 5th grade are on either IEP's or 504's, which is well above the State average. Just over 30% of the student population are on either IEP's or 504's, again, well above the State average.
MCAS results were not mailed last week as planned but will be mailed out by Wednesday 11/30/17. The Board will be presented with a review of the scores at the 12/17/17 Board meeting.
The HOS has been appointed to the Board of Trustees at the Equity Lab Charter School, a proposed charter school that hopes to open in Lynn in 2018. HOS assured the Board that she had sufficient time to devote to this position.

III. Other Business

A. Board and Committee Assessments

Board Chair Jen Jewell asked that all committees complete self assessments by the 12/17/17 Board meeting, and also that all Board Members complete BOT Self Assessments by the same date.

B. Committee's Job Descriptions, Annual Goals, and Calendar

Jen Jewell asked that all Committees continue to populate the Master Calendar with annual goals, general information and meeting dates.
Jen Jewell also requested that Board members continue to populate the Master Calendar with general information and meeting dates.

IV. Committee Updates

A. Governance Committee

Governance Chair Nichole Thompson updated the Board on Governance activity. Artie Sullivan will be interviewing with the Governance committee in January with a view to joining the Board. Richard Santeusanio has ended his interest in joining the Board but is interested in possibly speaking at the Board Retreat in July 2018. Governance is actively seeking new Board members. This is especially of importance now that the number of trustees is down to 10.

B. Finance Committee

Karl Smith presented an update of the Financials including the Balance Sheet, Profit & Loss and Profit by Class.
Nothing of note to report

C. Personnel Committee

Personnel Chair and Board member Bill Bowden has resigned from both the committee and the Board of Trustees with immediate effect. The Board thanks Mr. Bowden for his dedication to MCCPS over the past 2 years.
Katie Hope has agreed to take over as Chair of the Personnel Committee.
The Committee will concentrate on creating both a HOS Succession plan and Emergency Succession Plan asap.
The Personnel Committee is in need of additional membership.

D. Academic Excellence

Sean Killeen noted that there had been no further Academic Committee meetings since the last board meeting. More Committee members are welcome.

E. Development, Communications, and Community Relations Committee

Ellen Lodgen was absent from meeting. There have been no Development meetings to date this school year.

F. Strategic Plan Committee

In Fred Ferris' absence HOS reported that the Strategic Planning Committee had met with Gary Bernstein and that they were working on the construction of a survey to send to a focus group of the school community.

V. Public Comment

A. Public Comment

There was no Public Comment

VI. Closing Items

A. Adjourn Meeting

Jen Jewell made a motion to adjourn the meeting.
Karl Smith 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 8:15 PM.

Respectfully Submitted,
Paul Baker