DRAFT

MCCPS Board of Trustees

Minutes

Board of Trustees Meeting

Date and Time
Tuesday February 27, 2018 at 7:00 PM

Location
MCCPS - 8th grade classroom

Trustees Present
Artie Sullivan, Ellen Lodgen, Fred Ferris, Jen Jewell, Karl Smith, Nina Cullen-Hamzeh, Paul Baker, Sean Killeen

Trustees Absent
Ian Hunt, Tony Palladino

Trustees who left before the meeting adjourned
Sean Killeen

Guests Present
Christopher Riegle, Dan Kathan, Martin Trice, 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 Tuesday Feb 27, 2018 at 7:05 PM.

C. Approve Minutes

Ellen Lodgen made a motion to approve minutes.
Karl Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Nomination of New Trustee to the MCCPS Board of Trustees

Paul Baker made a motion to Governance Committee presentation of Nichole Thompson as nomination to the MCCPS Board of Trustees. Paul Baker made a motion to move that the Board appoint Nichole Thompson as a member of the MCCPS Board of Trustees to fill a term commencing immediately upon approval by the Department of Elementary and Secondary Education and expiring at the close of the January 2019 Regular Meeting of the Board of Trustees. Paul Baker moved that the Board invite the newly appointed Trustee, Nichole Thompson, to all Board Meetings and activities while his approval is pending with the Department of Elementary and Secondary Education. Nichole Thompson will be entitled to participate as provisional Trustee and will be able to participate in all activities and discussions, but will receive formal approval from the Department of Elementary and Secondary Education, and will not be counted when determining a quorum. The board VOTED unanimously to approve the motion.
Jen Jewell seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. HOS Report

A. Monthly Report

HOS presented her monthly report to the Board.
Flu season has hit staff and faculty pretty hard during February but all classes were covered with the cooperation of all Charter staff.
Exhibition II takes place on 3/15/18 and both faculty and staff are gearing up for their presentations.

Building Safety: Review of safety protocols and lockdown procedures will take place 2/28/18 at weekly staff meeting.
Locking mechanisms on some doors have been upgraded and another lockdown drill has been scheduled for this week.
Grants: Grants have been won by the 4th & 5th grade math teachers and a grant was procured to have Los Sugar Kings perform at the school. Grants were also submitted to the FMPS for various enrichment and professional development needs.
Admissions: 177 applications were received for the 2018/19 school year; 4th-93, 5th-33, 6th-35,7th-1, and 8th-5.
The Lottery will take place at MCCPS at 9.30am on 2/28/18

DESE has informed MCCPS that, due to an improvement in the Lynn and Salem District School systems, can no longer accept non-sibling applicants from those districts. This could have an adverse effect on recruitment for the 7th & 8th grades as well as the diversity of the student population.
Staffing: The search for an additional special educator is ongoing and a new substitute nurse has been identified.
HOS Goal Update: The Project Based Learning Workshop scheduled for 3/17/18 has been moved to 5/5/18.

III. Other Business

A. Mid-cycle Head of School evaluation discussion

After lively discussion, the Board decided that the mid-cycle review would be conducted by the Executive members of the Board as well as the Personnel Committee at their 3/5/18 meeting. Upon completion, the results will be compiled by Personnel Chair, Artie Sullivan and shared with the entire Board of Trustees at the 3/27/18 Board Meeting, where upon the Board will vote on a motion to accept the recommendation.

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

After discussion, it was decided that the Personnel Committee should be charged with training/aiding the Board on the HOS evaluation process so that the Board will be up to speed for the year end evaluation.

IV. Committee Updates

A. Governance Committee

Governance chair, Nichole Thompson, provided a brief update and presented Pam Ferris to the Board for membership of the Governance Committee.
Jen Jewell made a motion to to accept Pam Ferris as a member of the Governance Committee with immediate effect.
Karl Smith seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Karl Smith	Aye
Artie Sullivan	Aye
Fred Ferris	Abstain
Paul Baker	Aye
Ellen Lodgen	Aye
Sean Killeen	Aye
Tony Palladino	Absent
Jen Jewell	Aye
Nina Cullen-Hamzeh	Aye
Ian Hunt	Absent

B. Finance Committee

Finance chair, Karl Smith, presented a brief update on financial projections for the next five years as well as a comparative analysis of the 2017/18 balance & P&L sheets.

C. Personnel Committee

Personnel chair, Artie Sullivan, presented an update of the committee's discussion on HOS evaluation as well as the progress of the HOS secession plan. It was noted that secession plans should also be set in place for the positions of Business Manager and Board Treasurer.

D. Academic Excellence

Academic Excellence committee chair, Sean Killeen presented the committee's job description to the Board. The committee's main goal is to insure that academic excellence is defined, and that the Board approves HOS annual goals. There will be a March meeting at a date yet to be determined.

E. Development, Communications, and Community Relations Committee

Ellen Lodgen and Martin Trice presented an update on their committee's work.
The Winter on-line auction has 33 items to bid on valued at $24,000. To date, $2100 has been raised.
In conjunction with the Chamber of Commerce, a chowder festival will be held in the Spring.
The Annual Fund drive is going to target past donors.
An annonymous $1500 gift has been received.

Sean Killeen left.

F. Strategic Plan Committee

Strategic Planning chair, Fred Ferris, presented an update to the Board. The draft agenda for the MCCPS Community Conversation to be held 3/21/18, 6-8pm was shared with the Board. It is hoped that the meeting will attract 50 to 100 participants, ideally from the community at large, rather than only parents. Strategic facilitator, Gary Bernstein, will be present to lead the evenings events.

V. Public Comment

A. Public Comment

There was no public comment.

VI. Closing Items

A.

Recap Action Items

Action Item: Personnel committee and executive members of the Board to conduct mid-cycle HOS evaluation.

B. Meeting Evaluation

The meeting was productive and stayed on topic, although a little more time than anticipated was spent on discussion of the HOS mid-cycle evaluation.

C. 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 9:15 PM.

Respectfully Submitted,
Paul Baker