

APPROVED



**MCCPS**

## MCCPS Board of Trustees

### Minutes

#### Board of Trustees

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##### **Date and Time**

Tuesday April 24, 2018 at 7:00 PM

##### **Location**

MCCPS - 8th grade classroom

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##### **Trustees Present**

Artie Sullivan, Ellen Lodgen, Fred Ferris, Ian Hunt, Jen Jewell, Karl Smith, Nina Cullen-Hamzeh, Paul Baker, Sean Killeen, Tony Palladino

##### **Trustees Absent**

*None*

##### **Trustees who arrived after the meeting opened**

Ian Hunt

##### **Guests Present**

Carol McEnaney, Christopher Riegle, Deb Bedrossian, Friday Ekpa Ohonugwa, John Steinberg, Martin Trice, Nichole Thompson, Xhazzie Kindle

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#### **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 Apr 24, 2018 at 7:00 PM.

### C. Approve Minutes

Jen Jewell made a motion to approve minutes pending the addition of an update from Judith Nunez re:student attrition presentation.

Karl Smith seconded the motion.

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

## II. HOS Report

### A. Monthly Report

HOS presented her monthly report.

**Enrichment:** A variety of new courses were introduced this term and Charter TV has been reimplemented by James Rogers and a number of 7th graders.

**MCAS:** Testing has, to date, proceeded smoothly.

**Grants:** FMPS has approved grants totaling more than \$14,000 to support math, science, music, social & emotional learning, professional development and community service learning.

**Strategic Planning:** Artie, Karl, Martin & HOS met with Marty Schneer, Executive Director of JCC. Meetings with Maryann Perry & Robert Piccarello will also take place in the coming weeks.

MCCPS staff participated in a strategic planning activity that mirrored the public event.

**Compliance:** A Coordinated Program Review will take place on May 1st and 2nd.

**Enrollment:** The school is fully enrolled.

**Student Attrition Study:** Judith Nunez and Martin Trice continue to analyze the student attrition data. Initial findings were presented to the staff and a working group has been established that will meet every Thursday in May.

**Admissions:** The admissions process has run smoothly. 189 applications were received. Ads will be placed in surrounding districts to attract 7th & 8th grade applicants.

**Intent to Return:** 16 students will not be returning for the 2018/18 school year and 21 students are undecided. The school is reaching out to the parents of these students to see what can be done to sway them to stay at MCCPS.

**Staffing:** Deb Bedrossian has been hired as an additional 5th grade special educator. Deb is also the parent of a MCCPS 7th grader.

Tony Palladino has returned to the school after a lengthy absence.

## III. Other Business: An additional Board meeting has been scheduled for 5/15/18.

### A. Head of School Evaluation - Personnel Committee

Ian Hunt arrived.

Personnel member John Steinberg presented a very informative and in-depth analysis of the HOS mid-term evaluation surveys.

John believes that the VAL-ED surveys are of great importance and that their algorithms provide deep insights. John noted that there is a definite pattern of decline in the approval ratings of HOS by both the Board and staff over the last 3-4 years. John was less than enthusiastic with regard to the BOT survey and explained that there was greater room for "grey" areas within the answers garnered by the survey.

HOS will meet with Danielle Fletcher on 4/27/18 to fine tune the Parent & Teacher Satisfaction Surveys.

Parent and Teacher Satisfaction surveys will be administered by HOS during the week of 4/30/18 - due back 5/11/18

HOS presents End of Cycle Progress Report - special meeting on 5/15/18

Board members complete Individual End of Cycle Summative Evaluation Report 5/15 to 5/19 due

Board Chair and Vice Chair compile individual ratings and draft summation 5/20 to 5/24 due

Board members review the draft and submit questions or comments 5/25-5/27 (or this could be another meeting)

Board Chair and Vice Chair edit as necessary, present final at Board meeting for adoption on 5/29.

## **B. Review SY18-19 Budget**

Finance chair, Karl Smith presented an overview of the preliminary 2018/19 school budget and noted that there is little room for movement within the proposed budget and that healthcare costs continue to rise despite the school having changed plans 3 times in the last 5 years. Karl provided comparative data from 2016/17 and 2017/18 budgets as well as Jeff Barry's proposed 2018/19 budget.

Karl also provided balance sheet comparisons and profit and loss sheets for the past year.

## **IV. Committee Updates**

### **A. Governance Committee**

Governance Chair, Nichole Thompson gave an update on Committee and Board membership and introduced Friday Ekpa Ohonugwa to the Board. Friday has shown an interest in participating in the school community and will be attending the May 8th Governance meeting.

Governance is working in training material for the June 2nd Board Retreat.

**B. Finance Committee**

Please see Budget Review above.

**C. Personnel Committee**

Personnel Chair, Artie Sullivan shared that the committee has begun work on secession and emergency secession plans for HOS position as well as personnel policies and procedures going forward.

**D. Academic Excellence**

Chair Sean Killeen, shared an update on the committees work. Members revisited questions and answers from the Community Strategic Planning meeting. Going forward, the committee hopes to forge a direction for the school that is reflective of the views of all of the MCCPS stake holders.

**E. Development, Communications, and Community Relations Committee**

Chair, Ellen Lodgen provided an update on committee activities.

An Annual Appeal Phone Campaign is planned for the first week of June. By contacting previous year donors, a goal of \$7,700 has been set.

A Spring Chowder Fest is scheduled to take place at MCCPS on 5/27/18 from 11am-2pm. The goal is to increase school visibility within the town. Estimated net proceeds from the event equal \$1,000.

**F. Strategic Plan Committee**

Strategic Planning co-Chairs, Martin Trice and Fred Ferris gave an update on The Community Strategic Planning event.

64 people attended the event and feed back from all participants was extremely positive. Martin provided a handout and outlined the process going forward. Next meeting is scheduled for 4/30/18 and there will be subsequent meetings 6/4/18, 6/4/18 and a final report will be compiled and presented to the entire Board at the 6/26/18 meeting.

**V. Public Comment**

**A. Public Comment**

There was no public comment.

**VI. Closing Items**

**A. Recap Action Items**

An additional Board meeting has been scheduled for 5/15/18 in order for finance Chair and treasurer, Karl Smith to present the 2018/19 budget for approval. At this same meeting HOS will present evidence to the Board for her end of cycle review.

It is possible that a second special meeting will be scheduled between the 5/15/18 and 5/29/18 meetings to enable the Board to discuss and review the results of their surveys as well as the parent & teacher surveys and the HOS' presentation.

#### **B. Meeting Evaluation**

A large amount of time was spent on HOS survey results as well as the 2018-19 budget proposal and comparisons year over year.

Meeting ran until 9.40pm

#### **C. Adjourn Meeting**

Karl Smith made a motion to adjourn the meeting.

Artie Sullivan 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 9:45 PM.

Respectfully Submitted,  
Paul Baker