APPROVED

MCCPS Board of Trustees

Minutes

Monthly Board Meeting

Date and Time
Tuesday March 26, 2019 at 7:00 PM

Location
MCCPS, Room 8L

Trustees Present
Artie Sullivan, Fred Ferris, Ian Hunt, Jen Jewell, Karl Smith, Paul Baker, Sean Killeen

Trustees Absent
Ellen Lodgen, Nichole Thompson

Guests Present
Alfred Wilson, Carol McEnaney, Christopher Quealy, Eric Larsen, Jeff Barry, Lauren Donadio

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Artie Sullivan called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Mar 26, 2019 at 7:03 PM.

C. Approve Minutes

Artie Sullivan made a motion to approve minutes from the Monthly Board Meeting on 01-29-19 Monthly Board Meeting on 01-29-19.
Ian Hunt seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes

Karl Smith made a motion to approve minutes from the Monthly Board Meeting on 02-26-19 Monthly Board Meeting on 02-26-19.
Fred Ferris seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Ian Hunt	Aye
Jen Jewell	Abstain
Ellen Lodgen	Absent
Paul Baker	Aye
Sean Killeen	Aye
Nichole Thompson	Absent
Fred Ferris	Aye
Karl Smith	Aye
Artie Sullivan	Aye

II. Presentations

A. Student Presentation

MCCPS Nurse and Anti Defamation League Coordinator, Lauren Donadio introduced Lucy Sabin and Camille Chambers.
Lucy & Camille presented and described the training that they had received from the ADL, what they had learned, and how they were sharing and implementing their knowledge to their peers at MCCPS.

B. PTO Liaison

There was no PTO Liaison present at the meeting.

III. Public Comment

A. Public Comment

There were no comments from the public at this time.

IV. Review of Previous Meeting Action Items

A. Review of Previous Meeting Action Items

Chair, Artie Sullivan revisited action items from the February board meeting.

V. Other Business

A. Update on Board Goals for SY 2018-2019

Artie Sullivan reiterated the four Goals for the Board to complete.
Goal-1 (Strategic Plan Implementation):

- Define and adopt a 5-year strategy plan that is fully aligned with the mission of MCCPS. To include full implementation of year-1 objectives as defined in the plan and staging for the subsequent year.

Goal-2 (Board Health & Sustainability)

- Continue to build and develop a strong and diverse board to ensure the long-term health and sustainability of MCCPS, through creative mentorship and training programs (in collaboration with governance committee). To include identification of 2-3 new board members SY 2018-2019.

Goal-3 (Communication and Community Development)

- Strengthen the engagement with key stakeholders (e.g. Head of School, Parents, Students, Educators, PTO and Community) to support the growth and development of MCCPs role within the community and enhance the ongoing school initials and fundraising efforts. To include fostering a strong working relationship between the Board of Trustees and HOS to drive implementation of the 2018 strategic plan and ensure the long-term success of MCCPS.

Goal-4 (Board Operational Excellence)

- Review and refine key policy documentation to ensure the long-term health and sustainability of MCCPS, including the adoption of a “board policy adoption policy. The Board should review significant policies on an ongoing basis.
- Formalize a succession plan for Executive Team and Committee Chairs including the identification and approval of Vice Chairs for each subcommittee; a succession plan for board members and board officers and a succession plan for the head of school and other key employees.

B. Strategic Planning Update

Jen Jewell provided an update and overview of the Strategic Planning Committee's progress.
The Board agreed that the one page informational "flyer" was a great start, should be edited slightly, and then emailed out to the MCCPS community so that stakeholders can see what has been happening and achieved over the last 18 months. any further action would await the appointment of the incoming HoS so that they would be able to have an input into the next stages of development.

C. Planning for SY 2019-2020

Planning for 25th year anniversary celebrations needs to begin in earnest as soon as possible. Fred Ferris is looking for suitable locations in which to hold the event. A site within Marblehead is preferred but will depend on cost and the ability to cater our own food/liquor requirements in order to maximize profit from the event.

D. HOS Search

Chair, Artie Sullivan and Vice Chair, Ian Hunt shared updates on the HoS search. Two candidates, Todd Morano and Peter Cohen have already been interviewed and both have been invited back for 2nd interviews on April 11th and 25th respectively.

VI. Committee Updates

A. Governance Committee

Governance Vice Chair, Paul Baker, gave a brief overview of committees March meeting. The Committee is holding an informational meeting on April 4th @ 7pm to provide information for those individuals interested in serving on committees and the Board of Trustees.

B. Finance Committee

Board Treasurer, Karl Smith provided the Board with financial updates, year to date comparisons etc. and will send out a 2019-2020 proposed budget by email before the April 30th meeting to allow Board members time to peruse the numbers ahead of a vote at the 4/30/2019 Board meeting.

C. Personnel Committee

Artie Sullivan stated that the Personnel committee was continuing with topics related to a new HoS contract with special attention to vacation/time off etc. as well as the interim HoS review for Bill Sullivan.

D. Academic Excellence

Sean Killeen stated that the committee had met on 3/20/2019 and were anticipating the release of the School Report Card from DESE in mid April. The next committee meeting is scheduled for 4/3/2019.

E. Development

Fred Ferris provided handouts detailing FY2019 Fundraising activities and income. To date, $34,405.72 has been raised from the various events. The May calendar raffle is being coordinated by Amy Leveroni and it is hoped that a
something in the region of $15-20,000 will be raised.

It is hoped that Annual Giving participation from staff and the Board members will be 100%.

F. Strategic Plan Committee

Please see section B above under "Other Business."

G. Communications, and Community Relations Committee

The committee, with staff member Kathleen King joining the committee, will be meeting on 4/1/2019.

H. Charter Renewal

Artie Sullivan and Bill Sullivan gave a brief overview of Charter Renewal progress.

VII. HOS Report

A. Monthly Report

Bill Sullivan presented his monthly update to the Board.
Bill shared he has been working on the Corrective Action Plan (CAP) and has requested extra time from DESE to complete the school process report.
MCAS dates have been set and staff training will take place 3/27/2019.
Bill has met with Brett McCarty of the Grants Committee for FMPS regarding grant requests and they will be informing schools of their decision in mid April.
Exhibition # 2 was held 3/14/2109 and a Family Game night was also held in March.
The 6th grade leave for Nature's classroom on April 8th.
Unfortunately, due to ongoing construction at Abbott hall, the 8th Grade graduation ceremony will now take place in the MCCPS gym.
There is a current opening for a 4th grade Inclusion Teacher. A candidate was offered the position but declined due to compensation.
An agency is providing a much needed 5th grade aide. the aide commenced work 3/26/2019.
It is anticipate that the school will need a part time School Adjustment Counselor, BCBA as well as a Part time Special Education admin support person.
Nick Santoro is going to cover Megan Hale 8th Grade Humanities while she is on maternity leave.
Diane Levinson and Katherine Doherty will cover the part Time occupational therapist while she is on maternity leave.
Intent to return forms for students will be sent out in May.
To date, 29 of 50 invitees have accepted places in next year 4th grade. So far 8 have declined, therefore 13 positive responses are required to achieve a 42 student 4th grade for the 2019/2020 school year.

VIII. Public Comment

A.

Public Comment

Eric Larson complimented the Board, The Chair and acting HoS, Bill Sullivan on their endevours but stressed the need for better communication with the community at large.

IX. Board Member Comments and Resolutions

A. Board Member Comments and Resolutions

It was duly noted that Board member, Ellen Lodgen, was absent from this meeting as it was her Birthday.
Happy Birthday Ellen!

X. Closing Items

A. Recap Action Items

B. Meeting Evaluation

The meeting was cohesive, productive and all topics were covered in a timely manner.

C. Adjourn Meeting

Karl Smith made a motion to adjourn the meeting.
Ian Hunt 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 9:23 PM.

Respectfully Submitted,
Paul Baker

Documents used during the meeting

- Strategic Plan Summary v2 2-26-19.pdf
- FY19 Fundraising.pdf
- MCCPS-FY'19-20-Proposed Budget-March 20-public.pdf
- MCCPS Fin Rpt, Feb-19.pdf
- Emergency Succession Plan For MCCPS HOS.docx
- HOS End of Year Review Template, 2019.docx