APPROVED

MCCPS Board of Trustees

Minutes

Monthly Board Meeting

Date and Time
Tuesday April 30, 2019 at 7:00 PM

Location
MCCPS, Room 8L

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

Trustees Absent
None

Guests Present
Carol McEnaney, Cheryl Copeland, Jen Stoddard, Richard Doron, William Sullivan

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 Apr 30, 2019 at 7:08 PM.

C. Approve Minutes

Karl Smith made a motion to approve minutes from the Monthly Board Meeting on 03-26-19 Monthly Board Meeting on 03-26-19.
Fred Ferris seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Artie Sullivan	Aye
Fred Ferris	Aye
Karl Smith	Aye
Paul Baker	Aye
Ian Hunt	Aye
Sean Killeen	Aye
Jen Jewell	Aye
Ellen Lodgen	Abstain

D. Approve Minutes

Karl Smith made a motion to approve minutes from the Meeting of the Committee of the Whole on 04-29-19 Meeting of the Committee of the Whole on 04-29-19.
Ian Hunt seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Artie Sullivan	Aye
Ellen Lodgen	Aye
Paul Baker	Aye
Karl Smith	Aye
Ian Hunt	Aye
Sean Killeen	Aye
Jen Jewell	Aye
Fred Ferris	Aye

II. Presentations

A. Student Presentation

4th graders, Thomas Jenkins & Elaine Guerin gave an assured and informative overview of their experiences in fourth grade so far.

III. Public Comment

A. Public Comment

There was no public comment at this juncture.

IV. Review of Previous Meeting Action Items

A. Review of Previous Meeting Action Items

William Sullivan arrived.
Review of Previous Meeting Action Items included

Development and Fundraising training for Board

- Identify potential candidates for the Board – Goal is 3 new members for SY 2018-2019. Areas that need representation on the board –
    - Alumni
    - Faculty/Staff
    - Community
    - Parents of families residing outside of Marblehead.
- Strengthen Subcommittees if needed
    - Communication and Development
- Review Documents located in Board Member Handbook Google Drive. Invitation sent by separate email.
    - Add documents that are needed.
- Board Retreat - June 8th

The Board will reach out to staff member, Nick Santoro to see if he can give the Board an update on alumni outreach and if he would be interested in sitting on the Board as a trustee.

V. Other Business

A. Update on Board Goals for SY 2018-2019

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

There was no update on the strategic plan as we are now awaiting input from the prospective Head of School.

C. Planning for SY 2019-2020

- 25th Anniversary Celebration
- Charter Renewal Application Process
  - Submit Charter Renewal Application by August 1, 2019
  - Preparation for 3-day Site Visit in Estimated Fall 2019
  - Prepare Accountability Plan Draft
- Board Leadership and Committee Chairs for SY 19-20
- Bylaws Review

D. HOS Search

Ian Hunt gave a splendid slide presentation of the Head of School search process.
Dr. Peter Cohen has been offered the position of Superintendent and Head of School at MCCPS.
Jen Jewel made a motion to authorize an ad hoc committee comprised of Artie Sullivan, Sean Killeen, Karl Smith & Paul Baker to enter into contract negotiations with Dr. Peter Cohen.
Paul Baker seconded the motion.
Roll Call Vote as follows..
Artie Sullivan Yes
Karl Smith Yes
Paul Baker Yes
Jen Jewel Yes
Sean Killeen Yes
Fred Ferris Yes

Ian Hunt, Bill Sullivan & Ellen Lodgen were illegible to vote on this matter

E. Review of Board Self Assessment

See Agenda Other Business "E"

VI. Committee Updates

A. Governance Committee

Paul Baker noted that there are 6 possible candidates in the pipeline for Board and/or committee positions.
All have been invited to the next Governance meeting on 5/14/19 for interview and discussion.

B. Finance Committee

Treasurer Karl Smith presented the 2019-2020 school finance budget for Board approval.

Karl Smith made a motion to approve the budget s presented.
Fred Ferris seconded the motion.
The motion carried unanimously.

C. Personnel Committee

Chair Artie Sullivan shared that the Personnel committee are working on Head of School Oversight as well as the Acting Head of School evaluation.

D. Academic Excellence

Chair Sean Killeen reported that the next committee meeting will be held on May 22nd @ 7.30am

E. Development

Chair Ellen Lodgen shared that the Annual Fund push is in full swing and that the calendar raffle will begin May 1st.It is hoped that the raffle will bring in around $10,000.

F. Strategic Plan Committee

No updates on the strategic plan at this point.

G. Communications, and Community Relations Committee

Chair Ian Hunt shared that there will be a kick off meeting on May 8th @ 7pm. Staff member Nick Santoro will be approached to join the committee to further outreach to Charter alumni.

H. Charter Renewal

On Paul Bakers' suggestion, Karl Smith will be in contact with parent Danielle Fletcher so that they can formulate a satisfaction survey to get go out to parents asap, so that it may be used as part of the criteria necessary to fulfill the requirements of the Charter renewal process.

VII. HOS Report

A. Monthly Report

Bill Sullivan presented his Head of School Report.
Highlights included:
6th Grade had enjoyed the trip to Nature's Classroom the week of April 8th.
Atlantic White Shark Conservancy are hosting an event 5/2/19.
May 1st is the MA. wide Walk/Bike to school event.
The 7th grade will be at Project Adventure 5/28 and 5/29.

Parent Amy Ruocco will remain as SEPAC Chair through the 2019/20 school year. The school will step up its' efforts to attract new members and a possible candidate to transition into the chairpersons role.

Foundation Grants of $7,686.68 were approved for Music dept. equipment, Game cabinet restock and classroom Connectivity.
FMPS Grants totaling $2,524.25 were approved for Guitar/Ukulele purchases, Mosaic Art Project and Tower Garden Lighting.

Bill and Jeff Barry are working on draft staff contracts and expect to complete them shortly.
Intent to Return forms will be sent out to families on May 1st.

Current enrollment for the 2019/20 school year stands at 218.
4th Grade-35
5th Grade-49
6th Grade-49
7th Grade-44
8th Grade-41
The numbers, especially for 4th grade, are of immediate concern, with no current waitlist for 4th grade places.
There are a number of 5th and 6th graders shadowing at the MHD Veterans school.

VIII. Public Comment

A. Public Comment

There were no public comments at this time.

IX. Board Member Comments and Resolutions

A. Board Member Comments and Resolutions

Chair Artie Sullivan thanked the Board and committee members for their continued hard work and dedication over the course of what has been a difficult, but ultimately satisfactory year.

X. Closing Items

A. Recap Action Items

B. Meeting Evaluation

All items were covered in a timely manner.

C. Adjourn Meeting

Ian Hunt made a motion to adjourn the meeting.
Fred Ferris 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 9:40 PM.

Respectfully Submitted,
Paul Baker

Documents used during the meeting

- MCCPS HoS Search Summary_April30_V2.pdf
- Board Assessment Report - 2018.pdf
- MCCPS-FY'19-20-Proposed Budget-March 20-public.pdf
- MCCPS-March-2019-Financial Statements.pdf
- HOS Report to Board of Trustees 4_29_19.pdf