APPROVED



MCCPS Board of Trustees

Minutes

Monthly Board Meeting

Date and Time
Tuesday May 28, 2019 at 7:00 PM

Location
MCCPS, Room 8L

Trustees Present
Artie Sullivan, Ellen Lodgen, Fred Ferris, Jen Jewell, Jessica Xiarhos, Karl Smith, Nichole Thompson, Paul Baker, Peter Cheney, Rebecca Whidden, Richard Doron, Rodolphe Herve, Sean Killeen, Stephen Veiga, William Sullivan

Trustees Absent
Ian Hunt

Guests Present
Alfred Wilson, Bryan Burns, Carol McEnaney

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 May 28, 2019 at 7:02 PM.

C.

Approve Minutes

Karl Smith made a motion to approve minutes from the Monthly Board Meeting on 04-30-19 Monthly Board Meeting on 04-30-19.
Fred Ferris seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes

Fred Ferris made a motion to approve minutes from 4/29/19 Meeting of the Board as a Whole.
Karl Smith seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Ellen Lodgen	Abstain
Paul Baker	Aye
Karl Smith	Aye
Fred Ferris	Abstain
Rebecca Whidden	Abstain
Ian Hunt	Absent
Peter Cheney	Abstain
Jen Jewell	Aye
Jessica Xiarhos	Abstain
Artie Sullivan	Aye
Richard Doron	Abstain
Sean Killeen	Abstain

II. Presentations

A. Student Presentation

There were no Student Presentations this week.

III. Public Comment

A. Public Comment

There was no Public comment at this time.

IV. Review of Previous Meeting Action Items

A. Review of Previous Meeting Action Items

Chair Artie Sullivan recapped items from Aprils' Board meeting.

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. Planning for SY 2019-2020

Topics included but not limited to:
25th Anniversary Celebration
Charter Renewal Application Process
Submit Charter Renewal Application by 8/1/2019
Preparation for 3 day site visit in Fall of 2019
Prepare Accountability Plan Draft
Board leadership & Committee Chairs for school year 2019/20
Continue bylaws review.

C. New Board Members

Artie Sullivan made a motion to move that the Board appoint Peter Cheney 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 May 2022 Regular Meeting of the Board of Trustees. Artie Sullivan moved that the Board invite the newly appointed Trustee, Peter Cheney, to all Board Meetings and activities while his approval is pending with the Department of Elementary and Secondary

Education. Peter Cheney 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.
Jen Jewell seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Jessica Xiarhos	Abstain
Ellen Lodgen	Aye
Paul Baker	Aye
Fred Ferris	Aye
Artie Sullivan	Aye
Sean Killeen	Abstain
Rebecca Whidden	Abstain
Peter Cheney	Abstain
Karl Smith	Aye
Nichole Thompson	Abstain
Jen Jewell	Aye
William Sullivan	Aye
Rodolphe Herve	Abstain
Stephen Veiga	Aye
Richard Doron	Abstain
Ian Hunt	Absent

Artie Sullivan made a motion to move that the Board appoint Richard Doron 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 May 2022 Regular Meeting of the Board of Trustees. Artie Sullivan moved that the Board invite the newly appointed Trustee, Richard Doron, to all Board Meetings and activities while his approval is pending with the Department of Elementary and Secondary Education. Richard Doron 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.
Jen Jewell seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Peter Cheney	Abstain
Richard Doron	Abstain
Rebecca Whidden	Abstain
Jen Jewell	Aye
Rodolphe Herve	Abstain
Stephen Veiga	Aye
Jessica Xiarhos	Abstain
Nichole Thompson	Abstain

Roll Call

Karl Smith	Aye
Sean Killeen	Aye
Fred Ferris	Aye
Ian Hunt	Absent
Paul Baker	Aye
William Sullivan	Aye
Artie Sullivan	Aye
Ellen Lodgen	Aye

Artie Sullivan made a motion to move that the Board appoint Rudi Herve 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 May 2022 Regular Meeting of the Board of Trustees. Artie Sullivan moved that the Board invite the newly appointed Trustee, Rudi Herve, to all Board Meetings and activities while his approval is pending with the Department of Elementary and Secondary Education. Rudi Herve 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.

Jen Jewell seconded the motion.

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

Roll Call

Nichole Thompson	Abstain
Fred Ferris	Aye
Rebecca Whidden	Abstain
Jen Jewell	Aye
Richard Doron	Abstain
William Sullivan	Aye
Ellen Lodgen	Aye
Stephen Veiga	Aye
Sean Killeen	Abstain
Rodolphe Herve	Aye
Artie Sullivan	Aye
Ian Hunt	Absent
Peter Cheney	Abstain
Karl Smith	Aye
Paul Baker	Aye
Jessica Xiarhos	Abstain

Artie Sullivan made a motion to move that the Board appoint Becca Whidden 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 May 2022 Regular Meeting of the Board of Trustees. Artie Sullivan moved that the Board invite the newly appointed Trustee, Becca Whidden, to all Board Meetings and activities while his approval is pending with the Department of Elementary and Secondary Education. Becca Whidden 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.
Jen Jewell seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Sean Killeen	Aye
Rodolphe Herve	Aye
Stephen Veiga	Aye
Rebecca Whidden	Abstain
Fred Ferris	Aye
Ellen Lodgen	Aye
Ian Hunt	Absent
Paul Baker	Aye
Artie Sullivan	Aye
Karl Smith	Aye
Nichole Thompson	Abstain
Peter Cheney	Abstain
Jessica Xiarhos	Abstain
William Sullivan	Aye
Jen Jewell	Aye
Richard Doron	Abstain

Artie Sullivan made a motion to move that the Board appoint Jessica Xiarhos 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 May 2022 Regular Meeting of the Board of Trustees. Artie Sullivan moved that the Board invite the newly appointed Trustee, Jessica Xiarhos, to all Board Meetings and activities while his approval is pending with the Department of Elementary and Secondary Education. Jessica Xiarhos 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.
Jen Jewell seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Sean Killeen	Aye
Peter Cheney	Abstain
Rebecca Whidden	Abstain
Karl Smith	Aye
Artie Sullivan	Aye
Ian Hunt	Absent
Jessica Xiarhos	Abstain
Rodolphe Herve	Abstain
William Sullivan	Aye

Roll Call

Jen Jewell	Aye
Nichole Thompson	Abstain
Ellen Lodgen	Aye
Paul Baker	Aye
Stephen Veiga	Aye
Richard Doron	Abstain
Fred Ferris	Aye

Artie Sullivan made a motion to move that the Board reappoint Karl Smith as a member of the MCCPS Board of Trustees to fill a term commencing immediately and expiring at the close of the August 2022 Regular Meeting of the Board of Trustees.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Rodolphe Herve	Abstain
Ian Hunt	Absent
Richard Doron	Abstain
Paul Baker	Aye
Peter Cheney	Abstain
Nichole Thompson	Abstain
Ellen Lodgen	Aye
William Sullivan	Aye
Stephen Veiga	Aye
Karl Smith	Abstain
Artie Sullivan	Aye
Jessica Xiarhos	Abstain
Rebecca Whidden	Abstain
Jen Jewell	Aye
Fred Ferris	Aye
Sean Killeen	Aye

Artie Sullivan made a motion to move that the Board reappoint Paul Baker as a member of the MCCPS Board of Trustees to fill a term commencing immediately and expiring at the close of the June 2022 Regular Meeting of the Board of Trustees.
Karl Smith seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Nichole Thompson	Abstain
Peter Cheney	Abstain
Paul Baker	Aye
Jessica Xiarhos	Abstain
Karl Smith	Aye
Jen Jewell	Aye
Stephen Veiga	Aye
Richard Doron	Abstain
William Sullivan	Aye

Roll Call	
Sean Killeen	Aye
Rodolphe Herve	Aye
Artie Sullivan	Aye
Ian Hunt	Absent
Ellen Lodgen	Aye
Fred Ferris	Aye
Rebecca Whidden	Abstain

D. Review of Board Retreat

The Board Retreat will be held at 4 Broadmere Road, Marblehead on 6/8/19 from 8am to 3pm.
Agenda has been posted, shared & is subject to change.

E. End of Year Evaluation of Acting Head of School

Paul Baker made a motion to accept the acting Head of School Evaluation as presented to Bill Sullivan. Bill Sullivan attained the rating of overall Proficient.
Jen Jewell seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Ian Hunt	Absent
Fred Ferris	Aye
Karl Smith	Aye
Richard Doron	Abstain
Paul Baker	Aye
Jen Jewell	Aye
Sean Killeen	Aye
Artie Sullivan	Aye
Nichole Thompson	Abstain
Jessica Xiarhos	Abstain
Peter Cheney	Abstain
Rodolphe Herve	Abstain

VI. Committee Updates

A. Governance Committee

Nichole Thompson shared that the Governance Committee had met on 5/14/19 and had interviewed 5 candidates for positions on the Board and unanimously voted to forward them to the Board for Consideration at this evenings meeting. Next meeting is 6/4/19.

B. Finance Committee

Treasurer Karl Smith presented the financials for year to date & May 2019.

Please see meeting packet for additional information.

C. Personnel Committee

Artie Sullivan presented the Head of School Evaluation Policy and Procedures (see meeting packet)formulated by the Personnel Committee.
Karl Smith made a motion to accept the Head of School Evaluation Policy and Procedures subject to the approved updates.
Paul Baker seconded the motion.
The motion was approved unanimously.
Artie Sullivan presented the Head of School Oversight Committee Policy(see meeting packet)as formulated by the Personnel Committee.
Paul Baker made a motion to accept the Head of School Oversight Committee Policy subject to the approved edits.
Karl Smith seconded the motion.
The motion was approved unanimously.

D. Academic Excellence

Chair, Sean Killeen shared that the committee has been focusing on the following;
Performance data points
School accountability/MCAS
Measures of student growth/evidence
Reporting out/evidence of proficiency at Exhibition
MYWAY Portfolios & the new grading system
Tracking of 8th graders when they leave/ their successes used in recruitment /retention drives and in communications to the wider community.

E. Development

Ellen Lodgen shared that the MCCPS 25th Anniversary celebration would be scheduled for the Spring of 2020.
A Committee has been formed, volunteer recruitment emails sent and the first meeting is scheduled for 6/4/19 @ 7.45am
Calendar Raffle is almost over. Expected Gross profit will be around $10,000, with $4,000 earmarked for the purchase of a portable Gaga Pit.

F. Strategic Plan Committee

Jen Jewell & Fred Ferris stated that next steps of the Strategic Planning process are on hold until Dr. Peter Cohen assumes his place as Head of School on 7/1/19.

G. Communications, and Community Relations Committee

Jessica Xiarhos shared that she and Ian Hunt had met and were in recruitment mode. Katherine Boles and Merci Baez have been asked to join the committee and they hope to ask the 8th Grade Student Council members to participate as well.

H. Charter Renewal

The next Charter Renewal Meeting is scheduled for June 5th @ 7am.

VII. HOS Report

A. Monthly Report

Acting Head of School, Bill Sullivan presented his monthly report, sharing the following:

DESE has granted a further extension to the Corrective Action Plan of 8/30/19. This will enable training/professional development to be delivered to the whole staff before the 2019/20 school year starts and Dr. Cohen will be in place by this time.
With much help from Danielle Fletcher, satisfaction surveys have been emailed out, with the promise of anonymity emphasized.
Staff satisfaction surveys will be finished and distributed by 5/31/19.
MCAS testing is complete. Over 98% completion rate.
Successful 8th Grade trip to DC
Project Adventure: 7th grade, May 28th and 29th
PTO STEM Week 5/28 - 5/31
Contracts were given to staff 5/17.
2 contracts were not renewed and 1 resignation has been received.
SchoolSpring posting has been placed for known openings.
Candidate review, phone interviews, and in-person interviews has started.
Offer for a school adjustment counselor, and behavior specialist to a high quality candidate was offered and accepted.
Graduation will take place on 6/20/19 in Charter Hall this year as Abbott Hall is not available because of renovations
A student intent to return form was sent to 6th grade families. Staff will be calling all families that indicate no or undecided.

2019-2020 Admissions Update
Katherine Boles is starting a group to put a final push to drive applications through social media, local groups, and email. A campaign coordinated with an announcement of our new Head of School is being considered.

The latest admissions press release (May, 2019) was sent to:
Eagle Tribune
Marblehead Reporter
Swampscott Reporter
Jewish Journal

Salem News
Beverly Citizen
Danvers Herald
Social Media posts (May, 2019):
All Marblehead Happenings
Marblehead Mums and Little Ones
Alt Marblehead Schools (some positive feedback and a lot of activity.)
Anything Marblehead 01945
Swampscott Nest
Swampscott 01907
Nahant Public Library
Moving Peabody Forward
Beverly MA
Lynnfield Community Group
A color ad in the Jewish Journal on May 16, 2019.
Admissions info will appear in the Chamber of Commerce weekly email.
The admissions application deadline is June 15, and another lottery held the week of June 17th.
Enrollment Update (confirmed, current #s):
4th - 34 (plus 1 offer out)
5th - 49
6th - 49
7th - 35 (plus 6 offers out)
8th - 41
Total: 208

VIII. Public Comment

A. Public Comment

There was no public comment at this time.

IX. Board Member Comments and Resolutions

A. Board Member Comments and Resolutions

B. Vote to Allow Board Members to sign their 8th graders diplomas for graduation.

Karl Smith made a motion to permit Board members to sign their graduating 8th graders diploma.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Jen Jewell	Abstain
Nichole Thompson	Abstain

Roll Call	
Ian Hunt	Absent
Peter Cheney	Abstain
Karl Smith	Abstain
William Sullivan	Aye
Stephen Veiga	Aye
Rebecca Whidden	Abstain
Fred Ferris	Abstain
Rodolphe Herve	Abstain
Jessica Xiarhos	Abstain
Ellen Lodgen	Aye
Artie Sullivan	Aye
Sean Killeen	Aye
Paul Baker	Aye
Richard Doron	Abstain

X. Closing Items

A. Recap Action Items

B. Meeting Evaluation

C. Adjourn Meeting

Ellen Lodgen 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 9:46 PM.

Respectfully Submitted,
Paul Baker

Documents used during the meeting

- RDoron_bio.docx
- Peter J Cheney_2019_resume.pdf
- Jessica Xiarhos-Resume.pdf
- Resume Rodolphe Herve.pdf
- Resume_Whidden.pdf
- 2019_06_08_board_meeting_agenda.pdf
- HOS Evaluation, Summation, 2019.docx

- Apr-19 Fin.pdf
- HOS Evaluation Policy & Procedures REVISED, 6-19.docx
- Policy for Head of School Oversight Committee.docx
- HOS Report to Board of Trustees 5_28_19.docx