

APPROVED



**MCCPS**

## MCCPS Board of Trustees

### Minutes

#### Board of Trustees Monthly Meeting

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**Date and Time**

Tuesday July 30, 2019 at 7:00 PM

**Location**

MCCPS, 17 Lime St, Marblehead MA

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**Trustees Present**

Artie Sullivan, Ellen Lodgen, Fred Ferris, Jessica Xiarhos, Karl Smith, Rebecca Whidden, Richard Doron, Rodolphe Herve, Stephen Veiga

**Trustees Absent**

Ian Hunt, Paul Baker, Peter Cheney, Peter Cohen

**Trustees who arrived after the meeting opened**

Fred Ferris

**Guests Present**

William Sullivan

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**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 Jul 30, 2019 at 7:07 PM.

The meeting was held in Room 7R

### **C. Approve Minutes**

A few minor edits were discussed and the minutes were approved with the updates noted.

Stephen Veiga made a motion to approve minutes from the Monthly Board Meeting on 06-25-19 with minor edits noted Monthly Board Meeting on 06-25-19.

Ellen Lodgen seconded the motion.

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

### **D. Approve Minutes**

Karl Smith made a motion to approve minutes from the HOS Contract Vote on 05-15-19 - with the removal of Ellen Lodgen and Stephen Veiga from the guest list HOS Contract Vote on 05-15-19.

Artie Sullivan seconded the motion.

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

## **II. Public Comment**

### **A. Public Comment**

There was no public comment for the Board

## **III. Review of Previous Meeting Action Items**

### **A. Review of Previous Meeting Action Items**

For the action items the board discussed additional fundraising efforts, board member searches and work on recruiting subcommittee members.

Additional topics included the board handbook and the mentoring program.

## **IV. Other Business**

### **A. Board Goals for SY 2019-2020**

The current year goals are consistent with last year's primary goals with the strategic plan, school health and sustainability as the ultimate priorities.

### **B. Planning for SY 2019-2020**

The discussion around planning involved updates to the by-laws, committee term limits, the 25th anniversary committee, and other areas.

7:25 - Fred Ferris arrived late

Fred Ferris arrived.

**C. Review of Satisfaction Survey**

The group felt the survey was a good summary with useful information for Peter to have for when he settles into the new role. Artie suggested there is a scheduled check-in for certain key areas. (to be identified by the board).

**D. Annual Goal Setting for Head of School**

There was extended conversation regarding the HOS goals. While there are several items the group would like him to focus on, the group believed Peter should have a chance to review these items before finalized / voted. It was agreed the vote would be held off until the next meeting.

**E. Approve Annual Report**

The annual report is being finalized and there are a few items which require clarification. Everything appears on track for an on-time filing.

**V. Committee Updates**

**A. Governance Committee**

The governance committee is spear-heading the mentoring program and there will be more work to come with this initiative

**B. Finance Committee**

Rudi Herve provided an update with regards to the funding adjustment from the state along with the timeline for due dates on disclosures. For the salaries discussion, Ellen Lodgen suggested that certain areas for stipends and other additional areas be highlighted to avoid confusion.

**C. Personnel Committee**

The group is looking to meeting in August to further review the HOS goals. More information is pending for future meetings.

**D. Academic Excellence**

There was no meeting since the last board meeting. More information will be forthcoming once a meeting is held.

**E. Development**

Ellen Lodgen provided a brief update and noted that discussions were being had with the new HOS. Artie also noted a listing of foundations in the area which could be potentially 'tapped into' for contributions or funds.

More work is pending from the development committee.

#### **F. Strategic Plan Committee**

Similar to other areas, the strategic planning committee is waiting for the arrival of the new head of school to start a new drive to complete the overall vision and plan. It is key to have the HOS act as part of the focus and direction the school will be heading.

#### **G. Communications, and Community Relations Committee**

Again, this is an effort by certain board member and the hope is that with the new HOS there will be increased focus and drive to improve communications overall.

#### **H. Charter Renewal**

Bill Sullivan noted the renewal application has be completed and submitted. There will be a few more required documents, however he believes the process went well.

### **VI. HOS Report**

#### **A. Monthly Report**

Bill Sullivan provided the update and focused on staffing and admissions primarily. Talks around lottery and re-allocation of resources based on projected enrollment were had.

Everyone agreed there will be challenges faced and work to be done to meet the projected year.

### **VII. Public Comment**

#### **A. Public Comment**

There were no public comments.

### **VIII. Board Member Comments and Resolutions**

#### **A. Board Member Comments and Resolutions**

There were comments surrounding the preservation of some domain names for the sporting web-pages, the mentoring program, the by-laws review, the financials in the renewal, and other areas for the sub-committees.

### **IX. Closing Items**

#### **A.**

### **Recap Action Items**

General action items for all trustees to consider are:

- Sub-committee meetings to be held to gain focus.
- Development efforts and ideas
- Mentoring program - reach out to your mentee / mentor

### **B. Meeting Evaluation**

All present believed the meeting was efficient and met the assigned goals.

### **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 9:00 PM.

Respectfully Submitted,  
Karl Smith

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### **Documents used during the meeting**

- Overview of Results of Parent Satisfaction Survey.docx
- Draft Copy of Head of School Goals - P. Cohen 2019.docx
- MCCPS Annual Report 2018-19 DRAFT.docx
- MCCPS-June-2019-Financial\_Statements.pdf
- PDF of Charter Renewal Submission 7\_17\_19.pdf
- HOS Report to Board of Trustees 7\_30\_19.docx