

APPROVED



MCCPS

MCCPS Board of Trustees

Minutes

Board of Trustees Monthly Meeting

Date and Time

Tuesday August 27, 2019 at 7:00 PM

Location

MCCPS, 17 Lime St, Marblehead MA

Trustees Present

Artie Sullivan, Fred Ferris, Jen Jewell, Jessica Xiarhos, Karl Smith, Paul Baker, Peter Cohen, Rebecca Whidden, Richard Doron, Stephen Veiga

Trustees Absent

Ellen Lodgen, Ian Hunt, Peter Cheney, Rodolphe Herve, Sean Killeen

Trustees who arrived after the meeting opened

Richard Doron

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 Aug 27, 2019 at 7:02 PM.

C. Approve Minutes

Artie Sullivan made a motion to approve minutes from the Monthly Board Meeting on 06-25-19 Monthly Board Meeting on 06-25-19.

Paul Baker seconded the motion.

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

II. Public Comment

A. Public Comment

Bryan Burns expressed his thanks to all those present.

PTO representative, Doris Hasbun de Hawthorne - provided an update on planned events, anticipated donations, and uses for the funding.

Richard Doron arrived.

III. Review of Previous Meeting Action Items

A. Review of Previous Meeting Action Items

The board members thanked Jen Jewell her service on the board and expressed their appreciation.

The board also recognized Sean Killeen for his work on the board.

Artie reminded the group that a priority for the team is to replace those valuable skill sets.

Artie also noted the Board Self assessment through board on track would be opened up and that it should be completed in advance of the next scheduled board meeting.

IV. Upcoming Agenda Items

A. Upcoming Meeting Agenda Items

The schedule of recurring events was discussed and refinements were made to various deadlines and timetables.

V. Other Business

A. Board Goals for SY 2019-2020

The group discussed the board's goals for the current school year.

Topics included:

- By-laws review
- 25th anniversary
- Preparation for the scheduled site visit - Nov 7th

The group determined it would be best to have the board discussion with site visit team as a posted and public meeting

Dr. Cohen indicated his team was already planning for the visit through various data gathering, review of previous reports, and other due diligence to fully prepare.

B. Planning for SY 2019-2020

It was noted that the renewal application will be on agenda for next couple of months. Additionally the November meeting has been moved to the 19th - the schedule will be updated accordingly.

C. Board Member Mentoring

The board has been working to establish a mentoring program for all members in an effort to gain a better understanding of how the team is progressing and where additional support may be needed.

The group will attempt to have more comprehensive and substantive program where a listing of key topics and concepts help guide the efforts of the mentors / mentees.

There was a suggestion to incorporate FAQ's into the mentoring program.

Rebecca Whidden suggested exit interview be conducted with the existing board members - specifically Nichole Thompson, Jen Jewell, and Sean Killeen.

D. Annual Goal Setting for Head of School

Dr. Peter Cohen presented his goals and noted he has been working with the Personnel Committee - a team that provided feedback and review comments.

He noted the challenges faced with starting at a new school and framing the goals in a realistic, yet achievable manner. Dr. Cohen noted areas where he would focus his attention and development areas.

Jen Jewell questioned the tie-back of some of the goals to the existing rubric and Dr. Cohen indicated the Personnel Committee focused on the standards and criteria as documented in the rubric.

It was agreed that establishing more "SMART" (Specific, Measurable, Achievable, Realistic, and Timely) goals should be a topic of additional discussion and something the group should pursue throughout the current school year.

Rebecca Whidden made a motion to Accept the Head of school goals as presented.

Paul Baker seconded the motion.

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

E. Approve Annual Report

After some initial discussion on how the annual reporting process works, the timing of filing, and general nature of the requirement, the group was ready to vote.

Jen Jewell made a motion to Approve as submitted the Annual Report of August 1, 2019.

Fred Ferris seconded the motion.

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

VI. Committee Updates

A. Governance Committee

Karl Smith noted there had been no meetings since the last board meeting, however one was scheduled for next week.

Among the topics to be covered are:

- Exit interviews
- Mentoring program
- Membership
- By-laws review - potentially the establishment of a joint committee to propose any and all updates

B. Finance Committee

Discussed the updates to the policy

The overall enrollment of the school was discussed at length.

Additionally the staffing changes and updates were noted and Dr. Cohen provided updates as to candidates and personnel changes.

Additionally the revised budget figures with the reduced enrollment were considered and the financial challenges reviewed.

Dr. Cohen provided an enthusiastic plan to "tell our story" and combat any negativity with overwhelming positivity.

Specific line items in the revised budget were reviewed in detail. The board agreed to monitor progress closely and update / adapt the budget if and when possible or needed.

Karl Smith proposed the board vote to update the approved budget to reflect the reduction in the line items accordingly as presented by the Finance Committee.

Paul Baker - second

Unanimous - passed

Jen Jewell made a motion to Accept the Financial Policy Updates as presented to the board.

Paul Baker seconded the motion.

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

C. Personnel Committee

Artie Sullivan updated the group noting the work performed with the Head of School to establish goals that are aligned with the established rubric.

D.

Academic Excellence

Jessica Xiarhos noted a meeting with Matt Cronin was scheduled to review and begin using the diagnostic tool - IXL.

Staff training is also scheduled for 13th of September.

E. Development

Once the team has a chance to meet, a more comprehensive update will be presented.

F. Strategic Plan Committee

Fred Ferris updated the group on the meetings held and the proposed direction of the committee. A meeting is scheduled for the 4th of September where the team is hoping to gain some momentum with the on-boarding of Dr. Cohen. Fred noted the committee would like to have something more formal to present to the Board during the November meeting.

G. Communications, and Community Relations Committee

There were several positive and encouraging comments regarding the slide show sent out by Dr. Cohen.

And also several mentions of how well the various articles in local new and media were received.

H. Charter Renewal

See above

VII. HOS Report

A. Monthly Report

Dr. Cohen reviewed his HOS report, focusing on the following:

- Staffing
- Wonderful start / great first week
- Real needs budget

Board members offered their support and encouraged Dr. Cohen to let the board know if there was anything needed to help him become successful..

VIII. Public Comment

A. Public Comment

Second opportunity - none

IX. Board Member Comments and Resolutions

A. Board Member Comments and Resolutions

A thank you letter for Peter Jalbert was read by Artie Sullivan. Everyone expressed their appreciation for his service to the school

X. Closing Items

A. Recap Action Items

Governance topics (see above)
Strategic planning meeting next month
Personnel meeting scheduled in October
Updated budget from Finance in September

B. Meeting Evaluation

The group was pleased with the amount of items covered in the time frame (pre-9 PM was great).

C. Adjourn Meeting

Fred Ferris made a motion to adjourn the meeting.
Richard Doron 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

Documents used during the meeting

- Head of School Goals - P. Cohen 2019.docx
- MCCPS Annual Report 2018-19.docx
- MCCPS Fiscal_Policies_Procedures_FINAL.docx
- MCCPS Finance Policy Changes Exec Summary.docx
- MCCPS-July-2019-Financial Statements V2.pdf
- MCCPS Policy Revisions.docx
- Strategic Plan Summary v2 2-26-19.pdf

- HOS Report to Board of Trustees 8_27_19.docx