



## MCCPS Board of Trustees

### Minutes

#### Governance Monthly Meeting - October 2019

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**Date and Time**

Tuesday October 8, 2019 at 7:00 PM

**Location**

17 Lime Street

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**Governance**

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**Committee Members Present**

Christopher Riegler, Jeanne Smith, Karl Smith, Kay O'Dwyer, Pam Ferris, Paul Baker

**Committee Members Absent**

Cynthia Canavan, David Moore

**Guests Present**

Elizabeth Burns, Peter Cohen

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

Karl Smith called a meeting of the Governance Committee of MCCPS Board of Trustees to order on Tuesday Oct 8, 2019 at 7:08 PM.

**C.**

### **Approve Minutes**

Paul Baker made a motion to approve the minutes from Governance Monthly Meeting - September 2019 on 09-03-19.

Christopher Riegle seconded the motion.

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

## **II. Governance**

### **A. Board Meeting Update**

Paul Baker updated the Committee on the September 24, 2019 Board meeting. Some key discussion points were:

1. Importance of documenting clear, prioritized action items at every meeting to ensure follow-up.
2. Committee updates - there is a need for Development Committee members, for parents and faculty members on Personnel Committee, and for parents on Communication Committee.
3. 2020 Budget review.
4. HOS report by Peter Cohen. Items of note - MCAS scores, Strategic Plan and enrollment.
5. Need for Board mentoring leading up to site visit on November 11 - mentor/mentee meetings must take place by end of October.
6. There is a charter renewal meeting on October 22nd.

The Committee discussed the upcoming DESE site visit. In preparation for site visit Peter Cohen has had conference calls with DESE regarding process, timeline, and report availability (January), spoken to the Charter School Association about items that have come up in other site visits, and spoken to the HOS at Devens Charter School. Kay O'Dwyer noted that DESE may give preliminary findings at end of visit.

Items of concern:

1. Enrollment and impact to budget.
2. MCAS scores. There is a correlation between MCAS scores below 30th percentile and approval with conditions. MCCPS MCAS scores were at 30th percentile.
3. We were going to hire school adjustment counselor but no budget for it.
4. Digital portfolios - lack of evidence that they have been done.

### **B. Other items**

The Committee discussed review and changes to MCCPS By-Laws. The task force will submit proposed changes to Governance Committee for review, who will submit to Board of Trustees for review. School counsel will then review before they are sent to DESE.

The Committee discussed Board member exit interviews.

**Action Item: Pam Ferris and Jeanne Smith to interview Jen Jewell and Nichole Thompson and Karl Smith to interview Sean Killeen before next meeting.**

The Committee discussed Board member recruitment. Specific needs are educators and members from Swampscott, which is the largest sending district for 4th graders, as well as other communities. Victoria Kearney is a potential Board member with grant writing experience already interviewed by the Committee.

**Action item: Nichole Thompson and Karl Smith on-boarding process with DESE.**

**Action item: Karl Smith to get Board Composition Report from Nichole Thompson and add it as an agenda item for meetings going forward. (Should we include a Committee Composition Report?)**

**Action item: Karl Smith to reach out to Peter Cheney per Board request due to recent absences and determine his commitment to being a board member.**

The Committee discussed a possible Committee Fair or Committee representation and recruitment at a fund raising event or other MCCPS event. Other suggestions were to write descriptions of Committees and send out in email or post to Facebook.

The Committee discussed how to widen the MCCPS network and promote recruitment via social media and attending events/making personal connections (ex. Marblehead School District events, connecting with other Charter schools, Chamber of Commerce, etc.).

### **III. Planning - Future meeting**

#### **A. Next Meeting - November**

The next meeting will be held on 11/05/2019 at 7:00 PM.

### **IV. Closing Items**

#### **A. Adjourn Meeting**

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,  
Jeanne Smith