APPROVED

MCCPS Board of Trustees

Minutes

Board of Trustees Monthly Meeting

Date and Time
Tuesday April 28, 2020 at 7:00 PM

Location
Remote Meeting

Topic: Board of Trustees Meeting
Time: Apr 28, 2020 07:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://us04web.zoom.us/j/3898394128?pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09
Meeting ID: 389 839 4128
Password: MCCPS

Trustees Present
Artie Sullivan (remote), Ellen Lodgen (remote), Fred Ferris (remote), Ian Hunt (remote), Jessica Xiarhos (remote), Karl Smith (remote), Paul Baker (remote), Peter Cheney (remote), Peter Cohen (remote), Rebecca Whidden (remote), Richard Doron (remote), Rodolphe Herve (remote), Stephen Veiga (remote)

Trustees Absent
None

Guests Present
Andrea Barlow, Carol McEnaney (remote), James Rogers (remote), John Steinberg (remote), Katherine Koch (remote), Katie Sullivan (remote)

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 28, 2020 at 7:00 PM.

C. Accept Remote Participation

Artie Sullivan explained that remote participation is now allowed in light of Covid 19 outbreak and Governor Baker's order allowing public bodies to hold meetings remotely.

Stephen Veiga made a motion to accept Governor Baker's Emergency Executive Order issued on March 12, 2020 allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law in light of the ongoing COVID-19 coronavirus outbreak. This committee makes a motion to accept this Executive Order for this meeting of the Board of Trustees, on April 28, 2020.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

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

D. Approve Minutes

As the minutes for the last meeting were not fully completed, their approval will be deferred until next meeting.

II. Public Comment

A. Public Comment

There were no public comments at this time.

III. Review of Previous Meeting Action Items

A. Review of Previous Meeting Action Items

General discussion points included:

- Board membership, composition, and how Governance should be seeking particular skill sets needed to fill some recent board seat vacancies
- It was determined that prospective candidates should be encouraged to attend the Board retreat in June if at all possible
- Development activities

IV. Board Annual Items

A. Upcoming Meeting Agenda Items

By-laws review - the most recent draft has been sent to legal counsel for review.
The comments are scheduled to be returned before next Governance meeting and then the plan is to distribute the updates and comments to the Board for their review during the May board meeting.

B. Board Goals for SY 2019-2020

Artie Sullivan reviewed the standing list of board goals for the current school year.

V. HOS Report

A. Monthly Report

Dr. Cohen provided his Head of School Report for the month.

Areas of focus included:

- Staffing and personnel updates - new members, staff departures, etc.
- Enrollment, applications, grade trends, etc.
- Remote learning plan
- Social media
- Connection with public school counterparts - awaiting on-boarding of the new superintendent and school committee members
- On-line auction dates
- Potential approaches for start of next school year in late August

VI. Other Business

A. Annual Goals Presentation by Head of School

Dr. Cohen presented his annual goals and the progress he believes he has made during the current school year. Please see the materials distributed.

Key discussion points included:

- Critical needs
- Teacher development and the impact of remote learning
- PTO involvement and connections made
- Expanding / enhancing facilities
- By-laws updates
- Charter school leadership program and benefits to membership
- Standardized testing and student improvement goals

B. Presentation of HOS Evaluations

Similar to prior years, members of the Personnel Committee, John Stienberg and Katie Sullivan presented the results of the completed surveys. John shared his screen and reviewed the information in detail. He explained the value of the data and noted the participation although not as high as everyone would hope, still provided a solid basis for reliance and valuable information.
John also explained that participation was adequate and enough upon which to base an improvement plan.
The next step in the overall evaluation process is for the board members to complete the evaluation form.
All evaluations should be returned by due date for proper inclusion in the May meeting and final presentation to Dr. Cohen on June 1st.

VII. Committee Updates

A. Governance Committee

Karl Smith noted the group has already discussed the committee's major initiative - the updated by-laws.
He also thanked Fred Ferris and his wife, Pam for their work and dedication to the school.
Some discussion on other potential board members ensued.

B. Finance Committee

Rudi Herve discussed the results for March.
He and Jeff are abundantly aware of the challenges faced and the preliminary budget figures presented reflect the current enrollment figures.
Rudi went through the basis for the budget formation and discussed significant input areas.

C.

Personnel Committee

The HOS evaluation was presented earlier.

D. Academic Excellence

Jessica Xiarhos noted there was nothing new to report at this time.

E. Development

Ellen Lodgen requested from the board any an all items for donations to the on-line auction.
Anyone with physical items should contact either Ellen or Jeff to schedule a drop off time.
Ellen also noted that we will be using a public bidding site which should be able to reach a much bigger audience than just those associated with the school.

F. Strategic Plan Committee

At this time there were no new items to present regarding the strategic plan.

G. Communications, and Community Relations Committee

Ian Hunt presented the updates for communications. He praised the efforts of Katherine and Peter, noting the positive feedback received.
Peter praised the teachers and staff for their transparency and strength in communication with students, families and the overall community at large.

H. Charter Renewal

Peter highlighted the one contingent item involving community enrollment figures and possible wording amendment to the charter.

I. BY Laws Task Force

As discussed above, the draft by-laws are expected to be presented to the board during the May meeting.

VIII. Public Comment

A. Public Comment

At this time there were no additional public comments.

IX. Closing Items

A. Recap Action Items

Items included:

- Request for communication with the Marblehead superintendent by Ian Hunt
- Creation of the board restricted funds account
- By-laws update

B. Meeting Evaluation

The group all expressed their appreciation for the work performed and presentation made by Katie and John from Personnel.
And everyone thought much was accomplished tonight.
Paul Baker made a motion to Adjourn meeting.
Karl Smith seconded the motion.
The board **VOTED** to approve the motion.

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

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:36 PM.

Respectfully Submitted,
Karl Smith

Documents used during the meeting

- HOS Report to Board of Trustees 4_23_20.pdf
- Head of School Report - Evidence for Evaluation April 2020 (1).pdf
- DR PETER COHEN Individual Report 2020.pdf
- Head of School Evaluation Year End Form, 2020 template.docx
- VAL-Ed BoT Pres 2020.pdf

- BoT Evaluation Report 2020.pdf
- Financial Reports, Mar-20.pdf
- FY21 Budget - PROPOSED, 4-20-2020.pdf