APPROVED



MCCPS Board of Trustees

Minutes

Board of Trustees Monthly Meeting

Date and Time
Tuesday May 26, 2020 at 7:00 PM

Location
Zoom

Topic: Board of Trustees Meeting
Time: May 26, 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), 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

Trustees who arrived after the meeting opened
Peter Cheney

Guests Present

Andrea Barlow, Carol McEnaney (remote), Christopher Riegle (remote), Cynthia Canavan (remote), Kay O'Dwyer (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 May 26, 2020 at 7:05 PM.

C. Accept Remote Participation

In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020 allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. This committee makes a motion to accept this Executive Order for this meeting of the Board of Trustees on May 26, 2020.
Rebecca Whidden made a motion to conduct to.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

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

D. Approve Minutes

Karl Smith made a motion to approve the minutes from Board of Trustees Monthly Meeting on 04-28-20.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Paul Baker	Aye
Rodolphe Herve	Aye

Roll Call

Peter Cohen	Aye
Ian Hunt	Aye
Jessica Xiarhos	Aye
Richard Doron	Aye
Ellen Lodgen	Aye
Artie Sullivan	Aye
Rebecca Whidden	Aye
Karl Smith	Aye
Stephen Veiga	Aye
Peter Cheney	Absent

E. Approve Minute of March 31, 2020 Board Meeting

Stephen Veiga made a motion to approve the minutes from Board of Trustees Monthly Meeting on 03-31-20.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Public Comment

A. Public Comment

Artie Sullivan asked if there was any public comment - none noted.
Peter Cheney arrived.

III. Review of Previous Meeting Action Items

A. Review of Previous Meeting Action Items

Mr. Sullivan briefly reviewed the action items from previous meetings.

IV. Board Annual Items

A.

Upcoming Meeting Agenda Items

The group discussed possible dates for the annual board retreat. One suggestion was to have more than one date as the meeting would need to be held remotely.

Possible / probable agenda items included the following:
- By-laws review
- Enrollment
- Next year's goals
- Accountability plan
- Re-opening committee - what if scenarios - what will Fall look like
- Officers and committee chairs
- Board recruitment
- Board on Track training

B. Board Goals for SY 2019-2020

Progress on the board's goals for the current school year was reviewed.

V. HOS Report

A. Monthly Report

Dr. Cohen provided the Board of Trustees with his monthly update highlighting the following items:

- Staffing:
  - Conversations have been had with all but 2 teachers / staff - will complete in the coming week(s)
  - Alignment of goals
  - Market adjustments have been made where appropriate / available
  - SPED - new hire
  - Speech and language pathology - looking to fill this role
  - Enrollment - projecting 222 students
- Re-opening:
  - Meeting held today - more of an introduction / brainstorming - working groups will be formulated
  - Protocols were discussed
  - Exciting work, but daunting
- Roof discussion - currently in a holding pattern - looking to move forward sooner rather than later
- Auction - money keeps coming in - now up to about $12K

Peter noted that the discussion points for re-opening are exciting, however somewhat daunting. Additionally he noted there would be a need to earmark certain funds for personal protection equipment as well as increased budget for cleaning / sanitation.

VI. Other Business

A. Annual Evaluation of Head of School

Artie Sullivan explained the process for the HOS evaluation to the group noting the dashboard was prepared and the report sent to Dr. Cohen for his review.
When questioned about his impressions of the process, Peter noted that the goals were effectively set last year with the help of the Personnel Committee, and that the completed surveys helped to provide context to align the HOS' goals with the Board of Trustees' goals. He considers the overall process to be fair.

Board members noted their disappointment that the participation rate was not 100%.
Rebecca Whidden made a motion to accept the HOS evaluation for 2019-2020 school year.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

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

B. Presentation Budget for SY 20-21

Rudi Herve and Peter Cohen presented the SY'2020-2021 budget noting that enrollment was estimated at 210 - which is considered conservative / reasonable based on the results of the lottery and notices of intent received to date.

Peter noted that salaries were re-adjusted in attempts to normalize / bring them closer to market rates.

In discussing the per pupil expense (PPE) the group discussed the overall assumption that the numbers would be decreasing given the current state of the economy. Mr. Sullivan noted that the impact would be within the 'above foundation' figures.
Again additional costs involved in the responses to the pandemic were noted and discussed.

Rodolphe Herve made a motion to accept the 2020-2021 budget as presented.
Karl Smith seconded the motion.
The board **VOTED** to approve the motion.

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

C. Review of Proposed MCCPS bylaws

Karl Smith presented the status of the updates and walked through the sections that were being deliberated.
The group focused significant attention on the Governance Committee membership and election / appointment of a Chair.
In the end it was determined that a member of the board needs to be on the Governance Committee, however if that committee would like a Chair other than a board member, they would have the ability to nominate that person, however the board would need to affirmatively vote to accept that appointment.

VII. Committee Updates

A. Governance Committee

The By-laws update has been the primary action item for the Governance Committee and that topic has just been reviewed. No further updates at this time.

B. Finance Committee

No further items beyond the budget were noted.

C. Personnel Committee

The HOS evaluation was already discussed - no further items at this time.

D. Academic Excellence

At this time there were no significant updates for the group.

E.

Development

Ellen - thanks to all board members who donated items

F. Strategic Plan Committee

Becca Whidden noted that she and Fred Ferris had a meeting with Peter Cohen, and they were pushing the plan forward.

G. Communications, and Community Relations Committee

At this time there were no significant updates for the board.

H. Charter Renewal

This was already covered in the HOS monthly update.

I. BY Laws Task Force

This standing topic was already covered earlier.

VIII. Public Comment

A. Public Comment

Again there were no public comments presented.

IX. Board Member Comments and Resolutions

A. Board Member Comments and Resolutions

Artie Sullivan complemented Peter, the teachers and staff for a wonderful approach to recognizing the 8th grade graduating class by visiting each student in person to congratulate and recognizing their accomplishments.
Karl Smith requested that trustees submit their financial disclosure forms if not already completed.

X. Closing Items

A. Recap Action Items

B. Meeting Evaluation

Rebecca Whidden made a motion to adjuoun.
Stephen Veiga seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Paul Baker	Aye

Roll Call

Jessica Xiarhos	Aye
Stephen Veiga	Aye
Peter Cheney	Aye
Rebecca Whidden	Aye
Artie Sullivan	Aye
Rodolphe Herve	Absent
Ian Hunt	Aye
Peter Cohen	Aye
Richard Doron	Aye
Ellen Lodgen	Aye
Karl Smith	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 9:00 PM.

Respectfully Submitted,
Karl Smith

Documents used during the meeting

- HOS Report to Board of Trustees 5_21_20.pdf
- MCCPS 2020 End of Cycle Evaluation Dashboard_May17.pdf
- Head of School Evaluation Year End Form 2020 Collated_May16.pdf
- FY21 Proposed Budget.pdf
- BYLAWS Working Copy, 2020-May 5, 2020.docx
- bylaws cover email.docx
- counsel review.docx
- Financial Reports, Apr-20.pdf