APPROVED

# MCCPS Board of Trustees

# Minutes

## Annual Board Retreat

**Date and Time**
Saturday June 13, 2020 at 9:00 AM

**Location**
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), Jessica Xiarhos (remote), Karl Smith (remote), Paul Baker (remote), Peter Cheney (remote), Peter Cohen (remote), Rebecca Whidden (remote), Rodolphe Herve (remote)

**Trustees Absent**
Ian Hunt, Richard Doron

**Trustees who arrived after the meeting opened**
Peter Cheney, Rebecca Whidden

**Guests Present**
Alf Wilson, James Rogers (remote), NDack Toure (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 Saturday Jun 13, 2020 at 9:04 AM.

## 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, June 13, 2020.
Paul Baker made a motion to Accept the governor's executive order noted above and hold the meeting remotely.
Rodolphe Herve seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

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

Moment of silence observed for those lost to COVID and everyone impacted by this terrible disease.

Peter Cheney arrived.

## D. Review Agenda and Expectations

Artie reviewed the agenda items highlighting the following:

- July 31st is the due date for the accountability plan.  First draft is due internally on Monday, June 15th.
- Annual report is due July 31st.
- Student's opportunity act is now delayed and due in August.
- Board committee and goals
- Elect officers
- Board recruitment

• Schedule future meetings

## II. Discussion

### A. Discussion MCCPS Bylaws

The proposed updates to the Bylaws were reviewed along with the state's checklist on what should be included within Charter schools' bylaws. The group looked more closely at items 13 and 17 on the checklist.
Generally all the member were comfortable with the language updates.
Given the nature of the updates, all trustees were comfortable that we have met the 2 week notice period.

### B. Charter Amendment or Enrollment Plan

Dr. Cohen reviewed the charter renewal condition indicating that MCCPS does not have an adequate percent (must be >80%) of kids from Marblehead, noting it makes sense to consider adding Swampscott and Nahant as part of the 'district' within the charter.
Peter noted he has spoken with the charter school in Cambridge and received some helpful advice.
Additionally mailings and other approaches to increasing enrollment were discussed.

### C. Accountability Plan

The accountability plan is due to be submitted next week.
It is included within annual report - every 5 years after charter is renewed, they look for an updated accountability plan. Absolutely OK to continue with similar if it's considered ongoing work.

Dr. Cohen would like to make some updates and continue working on opportunities to add items that align with what MCCPS is attempting to do.

## III. Board and Committee Goals

### A. Board and Committee Job Descriptions Committee Goals

Mr. Sullivan began the discussion reminding the group the goals and job descriptions are meant to define the job of the board, and what we are looking to accomplish over the next couple of years.

The group is looking to aligning committee goals with board goals.

The three standing committees, Governance, Finance and Personnel were discussed in detail.
The other committees were also reviewed and discussed.

A few sub-committees will most likely need to be dissolved once the tasks are completed. Specifically the By-laws task force and the Charter Renewal task force.

Development Committee was discussed and the tentative due date noted for goals and job description is the July meeting.

Peter proposed that a facilities or building expansion task force be created to evaluate the available space and formulate a plan for communications and fundraising.

Some discussion was had regarding recruitment efforts and desire for additional parents to become involved. Some specific areas of expertise to be targeted include HR, legal, development, local contractors.
Additionally refinements to the HOS evaluation and indicators for success were covered.

Rebecca Whidden arrived.

**B. Selection of Board Officers and Committee Chairs for SY 20-21**

After some discussions, the following positions were presented for vote:

- Chair of the Board - Artie Sullivan
- Vice chair - Paul Baker
- Treasurer - Rudi Herve
- Clerk - Karl Smith

Committee Chairs:

- Governance Chair - Karl Smith
- Personnel Chair - Artie Sullivan
- Finance Chair (Treasurer) - Rudi Herve
- Academic Excellence - Jessica Xiros
- Strategic Development and Facilities - Becca Whidden
- Development - Ellen Lodgen (note - will need to be replaced when term is completed in October)
- Communications Chair - Ian Hunt

Note - Dr. Cohen discussed his goal to standardize meeting days and times in order to become more efficient and concentrate those so as not to spread them out throughout the month.

Paul Baker made a motion to Create a facilities committee.
Ellen Lodgen seconded the motion.
Ellen - make clear the main goal is looking at the facility expand and update. Not focus on current building.

Becca - similar thoughts - articulate longer term strategic - expansion
And Covid response
Artie - establish committee and then have group define scope.

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

**Roll Call**

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

Rebecca Whidden made a motion to Artie Sullivan as Chair, Paul Baker as Vice Chair, Rudi Herve as Treasurer and Karl Smith as Clerk.
Ellen Lodgen seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

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

Karl Smith made a motion to Accept the slate as stated.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| Peter Cohen | Aye |
| Rebecca Whidden | Aye |
| Richard Doron | Absent |
| Jessica Xiarhos | Aye |
| Paul Baker | Aye |
| Ellen Lodgen | Aye |
| Ian Hunt | Absent |

**Roll Call**

| | |
|---|---|
| Rodolphe Herve | Aye |
| Artie Sullivan | Aye |
| Peter Cheney | Aye |
| Karl Smith | Aye |

## C. Board Recruitment

Artie Sullivan recapped the recruitment efforts and discussions to date, noting open board seats and available spots on most of the committees.

The group discussed how parents could indicate their interest and potential involvement with the school.
Again the current needs were reviewed.

## D. Reopening Scenarios

Re-opening commission - Peter sent out his notification
Great response - parents and teachers.
What school can look like in the fall -
Scenarios and recommendations
More positive from the commission (DESE).
Backed off of earlier 'prescriptive'
Replicate what we do - collaborative learning, traditions, etc.
Moving target
The Board discussed the Navigator Award that is usually presented at graduation.
The group would like to recognize someone who is considered an outstanding contributor and the board will recognize that individual. Previous award winners include Helen Reigle and Peter Jalbert.
Two potential candidates were discussed.

## E. Schedule Future Board Retreat/Training

The group discussed the next portion of board retreat - including:

- Training for BOT -
  - General board matters such as how meetings are posted, documents uploaded and attached.
- Goals
- Governance committee:
  - Open meeting laws, updates to by-laws - remote participation.
- Meeting notices, etc.

Ellen Lodgen made a motion to adjurn.
Karl Smith seconded the motion.
The board **VOTED** to approve the motion.

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

## 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 12:07 PM.

Respectfully Submitted,
Karl Smith

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**Documents used during the meeting**

- BYLAWS Working Copy, 2020-May 26, 2020.docx
- bylaws checklist-MCCPS-June 2020.docx
- amendment-request-board.docx
- Meeting Schedule 2020-2021 - Meetings FY21.pdf