

APPROVED



**MCCPS**

## MCCPS Board of Trustees

### Minutes

#### Monthly Board Meeting

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##### **Date and Time**

Tuesday July 28, 2020 at 7:00 PM

##### **Location**

Artie Sullivan is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting

Time: Jul 28, 2020 07:00 PM Eastern Time (US and Canada)

Every month on the Last Tue, until Jun 29, 2021, 12 occurrence(s), 07:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: [https://us04web.zoom.us/meeting/upUpceCpzIsHNd4OH62r-u6WEEa3pAq97TU/ics?](https://us04web.zoom.us/meeting/upUpceCpzIsHNd4OH62r-u6WEEa3pAq97TU/ics?icsToken=98tyKu6pqj0jG92cth-ER7YcBo_oXevxmFhdgo1ZyDDNVXJBLxagAcdnM-FvMcmJ)

[icsToken=98tyKu6pqj0jG92cth-ER7YcBo\\_oXevxmFhdgo1ZyDDNVXJBLxagAcdnM-FvMcmJ](https://us04web.zoom.us/meeting/upUpceCpzIsHNd4OH62r-u6WEEa3pAq97TU/ics?icsToken=98tyKu6pqj0jG92cth-ER7YcBo_oXevxmFhdgo1ZyDDNVXJBLxagAcdnM-FvMcmJ)

Join Zoom Meeting

<https://us04web.zoom.us/j/71469199663?pwd=YIZ0UUUpJUjVTZUpzQ3c2SzJlbnlCQT09>

Meeting ID: 714 6919 9663

Passcode: MCCPS

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##### **Trustees Present**

Artie Sullivan (remote), Ellen Lodgen (remote), Jessica Xiarhos (remote), Karl Smith (remote), Peter Cheney (remote), Peter Cohen (remote), Richard Doron (remote), Rodolphe Herve (remote)

##### **Trustees Absent**

Ian Hunt, Paul Baker, Rebecca Whidden

##### **Guests Present**

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Andrea Barlow (remote), James Rogers (remote), Molly Wright (remote), NDack Toure (remote), Susan Hauck (remote)

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## 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 Jul 28, 2020 at 7:03 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, July 28, 2020.

Ellen Lodgen made a motion to Accept the order.

Karl Smith seconded the motion.

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

#### Roll Call

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

### D. Approve Minutes

Rodolphe Herve made a motion to approve the minutes from Board of Trustees Monthly Meeting on 06-30-20.

Ellen Lodgen seconded the motion.

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

#### Roll Call

Richard Doron	Aye
Ian Hunt	Absent

**Roll Call**

Artie Sullivan	Aye
Paul Baker	Absent
Peter Cohen	Aye
Peter Cheney	Aye
Jessica Xiarhos	Aye
Rodolphe Herve	Aye
Ellen Lodgen	Aye
Karl Smith	Aye
Rebecca Whidden	Absent

**E. Approve Minute of June 13, 2020 Board Retreat**

Rodolphe Herve made a motion to approve the minutes from Annual Board Retreat on 06-13-20.

Ellen Lodgen seconded the motion.

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

**Roll Call**

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

**F. Approve Minute - May Meeting**

Rodolphe Herve made a motion to approve the minutes from Board of Trustees Monthly Meeting on 05-26-20.

Ellen Lodgen seconded the motion.

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

**Roll Call**

Paul Baker	Absent
Ian Hunt	Absent
Jessica Xiarhos	Aye
Peter Cohen	Aye
Rodolphe Herve	Aye
Peter Cheney	Aye
Richard Doron	Aye
Rebecca Whidden	Absent
Karl Smith	Aye

**Roll Call**

Artie Sullivan      Aye  
Ellen Lodgen      Aye

**II. Public Comment**

**A. Public Comment**

Artie Sullivan asked if there were any public comments and there were none.

**III. Review of Previous Meeting Action Items**

**A. Review of Previous Meeting Action Items**

Artie Sullivan briefly reviewed the action items from the previous meeting, noting the following:

- Open board spots - with a focus on people involved in or knowledgeable in HR, Legal, Development, and currently - more parents
- Communication with Superintendents in other districts
- Charter amendment
- Board restricted funds
- By-laws

**IV. Board Annual Items**

**A. Upcoming Meeting Agenda Items**

For upcoming items, the group discussed:

- Adoption of annual report
- Board goals
- Student opportunity act - hearing most likely to be pushed out / rescheduled
- HOS goals and board self-assessment
- September - annual board self assessment
- Committee assignments, memberships, vice chairs
- Delayed opening

**B. Board Goals for SY 2020-2021**

In addition to the specific goals and related items detailed at the retreat, the following items were discussed and reviewed during the call:

- Recruitment of potential candidate with the following attributes:
  - Parents and alumni

- Construction background
- Experience with development - role of board and fundraising
- Communication and development

Rodolphe Herve made a motion to approve the board goals as defined from the board retreat.

Ellen Lodgen seconded the motion.

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

**Roll Call**

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

**V. HOS Report**

**A. Monthly Report**

Dr. Cohen provided his monthly update, reviewing in detail his memo.

Peter explained that he was originally inclined to commence the school year with either in-person or hybrid model, however given the recent guidance provided by the DESE and government officials, he now leaning toward a full remote plan, allowing for focused training on how specifically to execute a remote learning plan. One of the primary concerns was the updated requirements for increased distance when students are eating, engaging in art, music and physical education which would create significant challenges given the facilities and staff. This coupled with the sentiment that transition to a full remote plan is a distinct possibility, Peter is inclined to commence with a full remote learning plan

This would allow for a full 10 days for professional development, and provide more training to the teachers on how to effectively execute a remote learning plan.

Some discussion was had on 'high needs learners' and what in-person teaching could look like.

A board member inquired as to what could be the plan for a whole school kick-off and what could be accomplished. Peter noted that the 8th grade graduation date has been

tentatively scheduled for Sunday, August 29th and that should provide a kind of preview as to what can be done.

Peter also noted that the expectations for the students needs to be re-set from what occurred during the spring. Some specific enhancements and updates will be made - such as attendance / roll-call will be taken, grading will return to more conventional / traditional approach (no longer pass / fail), required log in times, etc.

Other discussion ensued regarding topics such as cleaning / sanitation, facilities, and other items.

## **VI. Other Business**

### **A. Review and Approval of School Calendar**

The group reviewed the proposed school calendar noting the training / professional development times, start and end dates, and updated total days requirement to 170 days. When questioned about the ability for teachers to conduct their remote lessons physically from the school, Peter indicated that would be allowed - providing established precautions are maintained.

Richard Doron made a motion to Accept the 2020-2021 school calendar as presented.

Karl Smith seconded the motion.

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

#### **Roll Call**

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

### **B. MCCPS Annual Report, SY19-20**

The school's annual report and related documentation is due by Friday, August 31st.

Artie Sullivan noted a few late edits - involving board membership and terms.

The team would like to revisit the entire document when there is more time, possibly enhancing the community section and generating a more 'glossy report' for promotional purposes.

Ellen Lodgen made a motion to Approve the MCCPS Annual Report for school year 2019 - 2020 submission to the DESE.

Rodolphe Herve seconded the motion.

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

**Roll Call**

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

**C. Review of Proposed MCCPS Bylaws**

Artie Sullivan expressed his appreciation to the Governance Committee and related task force.

Karl Smith made a motion to Accept the proposed MCCPS by-laws as presented.

Artie Sullivan seconded the motion.

Ellen Lodgen's question regarding quorum was answered - with the specific section on roll-call was clarified.

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

**Roll Call**

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

**D. Charter Amendmetion Application**

Artie Sullivan reviewed the 'condition' issued by DESE for the charter renewal - noting enrollment of Marblehead students is under the 80% requirement. The plan is to add Swampscott and Nahant as part of our community.

After some brief discussion / clarification, the motion was made.

Rodolphe Herve made a motion to Approve the charter amendment to include the towns of Swampscott and Nahant as part of our identified "Community" to become a regional to resolve condition of charter renewal.

Karl Smith seconded the motion.

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

**Roll Call**

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

**VII. Committee Updates**

**A. Governance Committee**

Karl Smith briefly reviewed the following items:

- Financial disclosure forms
- New members

**B. Finance Committee**

Rudi Herve provided the update for Finance Committee reviewing the memo and excel file prepared by Jeff Barry.

Rudi touched on the following items:

- Improvement of the ratios
- Unemployment accrual settlement - Covid has somewhat stalled the progress made - remains in a holding pattern waiting for the state to respond
- Better financial outlook if enrollment figures stay consistent / up to expectations
- Jeff is helping to finalize the language for board restricted funds

**C. Personnel Committee**

Artie Sullivan noted that the committee met with Peter in July to review the HOS goals for 2020-2021 academic year. These will be presented to personnel and then the full board at the August meeting.



Some housecleaning items included adjustments the HOS emergency succession plan to reflect the various title changes (personnel updates).

Karl Smith made a motion to Adopt the updated succession plan document (reflecting the edits noted - updating Assistant HOS title).

Rodolphe Herve seconded the motion.

Ellen - two people next in line - Matt and Andrea - yes

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

**Roll Call**

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

**D. Academic Excellence**

Jessica Xiarhos updated the group noting the committee continues to make progress on criteria on all subjects.

She noted the following items - going into a bit more detail on:

- MAP / MLA - science in final stages. Matt Cronin has been able to attend a few meetings
- Offered faculty incentive to work on documents - hoping to complete by start of school
- The committee is looking to push out the documents to community and have them align with remote the learning plans established
- Either remote or in person, ensure quality is where it needs to be
- Joint effort - committee ensuring it's done - Matt implementing piece-meal steps for sharing with faculty.

It was suggested that Jessica schedule out a presentation to the board when feasible.

**E. Development**

Ellen Lodgen noted that Susan Hauck, Dr. Cohen and the team have worked together on goals.

She noted that the committee should be ready to make a presentation to board next month.

Additionally they are hopeful to include more names for committee by September - actively pursuing people based on needs.

They are also looking to include financial goals, and enhance family and community engagement.

The committee is tentatively looking at Friday, April 9th 2021 as a date for a live event.

**F. Strategic Plan Committee**

**G. Communications, and Community Relations Committee**

Dr. Cohen noted that the updated web site in process and should be ready in a few weeks.

Artie expressed concern about open meeting laws - preserve links / ability - Peter made note of this and will take steps to ensure continuity is maintained.

**H. Charter Renewal**

**I. BY Laws Task Force**

**VIII. Public Comment**

**A. Public Comment**

There were no public comments presented.

**IX. Board Member Comments and Resolutions**

**A. Board Member Comments and Resolutions**

The second part of the board retreat is set for Saturday and the agenda is available. There is a call with Sam Faulk from Board on Track tomorrow at 10:30 and all are welcome to join that discussion.

For development training more consideration is needed

Karl will work to consider what can be done with regards to OML training.

**X. Closing Items**

**A. Recap Action Items**

Cover letter for by-laws will be drafted

Artie will finalize and distribute signature pages.

Karl will follow-up regarding the remaining financial disclosures required from board members

Governance - Karl will invite those that need to be interviewed.

## B. Meeting Evaluation

## C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:59 PM.

Respectfully Submitted,

Karl Smith

Rodolphe Herve made a motion to Adjourn the meeting.

Ellen Lodgen seconded the motion.

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

### Roll Call

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

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## Documents used during the meeting

- HOS Report to Board of Trustees 7\_28\_20.pdf
- Marblehead Charter School 2020-2021 Calendar.pdf
- MCCPS Annual Report 2019-20.pdf
- BYLAWS Working Copy-July 16, 2020-final-clean.docx
- bylaws checklist-MCCPS-July 2020-v1.docx
- Amendment to the Charter - Marblehead Community Charter Public School (1).pdf
- amendment-request-cover letter.docx
- MCCPS-June-2020-Financial Statements v1.pdf
- FinCom notes June.docx
- Emergency Succession Plan For MCCPS HOS.docx