

APPROVED



## MCCPS Board of Trustees

### Minutes

#### Monthly Board Meeting

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##### Date and Time

Tuesday September 29, 2020 at 7:00 PM

##### Location

Monthly: [https://us04web.zoom.us/meeting/upUpceCppzlsHNd4OH62r-u6WEEa3pAq97TU/ics?icsToken=98tyKu6pqj0jG92cth-ER7YcBo\\_oXevxmFhdgo1ZyDDNVXJBLxagAcdnM-FvMcmJ](https://us04web.zoom.us/meeting/upUpceCppzlsHNd4OH62r-u6WEEa3pAq97TU/ics?icsToken=98tyKu6pqj0jG92cth-ER7YcBo_oXevxmFhdgo1ZyDDNVXJBLxagAcdnM-FvMcmJ)

Join Zoom Meeting

<https://us04web.zoom.us/j/71469199663?pwd=YIZ0UUUpJUjVTZUpzQ3c2SzJlbmICQT09>

Meeting ID: 714 6919 9663

Passcode: MCCPS

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##### Trustees Present

Artie Sullivan (remote), Ellen Lodgen (remote), James Rogers (remote), Jessica Xiarhos (remote), Karl Smith (remote), NDack Toure (remote), Paul Baker (remote), Peter Cheney (remote), Peter Cohen (remote), Rebecca Whidden (remote), Richard Doron (remote), Rodolphe Herve (remote)

##### Trustees Absent

Ian Hunt

##### Guests Present

Andrea Barlow (remote), Calista Maharaj (remote), Carol McEnaney (remote), Danette Russo (remote), Jim Gaudette (remote), Karen Zieff (remote), Katherine Koch (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 Sep 29, 2020 at 7:01 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 September 29, 2020.

Ellen Lodgen made a motion to Accept the Governor's Order and hold the meeting remotely.

Paul Baker seconded the motion.

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

**Roll Call**

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

**D. Approve Minutes**

Rebecca Whidden made a motion to approve the minutes from Monthly Board Meeting on 08-25-20.

Rodolphe Herve seconded the motion.

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

**Roll Call**

Ellen Lodgen	Aye
Karl Smith	Aye
Rodolphe Herve	Aye
James Rogers	Absent
Jessica Xiarhos	Aye

**Roll Call**

Artie Sullivan	Aye
Peter Cheney	Aye
Paul Baker	Aye
NDack Toure	Absent
Ian Hunt	Absent
Richard Doron	Aye
Peter Cohen	Aye
Rebecca Whidden	Aye

**II. Public Comment**

**A. Public Comment**

Before the public comment, Artie Sullivan introduced Calista Marahaj, who reached out to the Board and expressed interest in becoming more involved with the school.

Additionally Jim Guadette, a parent of a 4th grader was also introduced to the Board as someone interested in learning more about becoming involved with the school's committees and Board.

There were no public comments.

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

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

Artie Sullivan summarized the previous meeting's action items, noting the following:

- Recruitment of additional potential Board members -focusing on:
  - Alumni
  - Parents from towns other than Marblehead
  - People with development experience
  - Legal, HR, Fundraising and Construction
- Continuing communication with the other Marblehead School District
- Pending by-laws update comments from DESE
- Annual Report
- Assistance from auditors regarding restricted donation designation

Dr. Peter Cohen also noted the draft of audit report should be available in a few weeks' time.

## **IV. Board Annual Items**

### **A. Upcoming Meeting Agenda Items**

The group briefly reviewed the anticipated upcoming meeting agenda items.

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

The Board reviewed their goals for SY 2020-2021, highlighting anticipated funding streams, grants, and key stakeholders.

Some updates may be required given the 'new normal' with COVID 19.

## **V. HOS Report**

### **A. Monthly Report**

Dr. Cohen reviewed his monthly HOS report, providing explanations and more details as he went through the bullet points.

Paul Baker made a motion to Approve the school entering into an agreement with Teaching Force to provide consulting services for the implementation of their defined program and scripted protocols. The estimated cost for the service is not to exceed \$30K for full implementation.

Karl Smith seconded the motion.

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

#### **Roll Call**

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

## **VI. Other Business**

### **A. Food Service Program Update and Family Meal Program**

Dr. Cohen introduced Danette Russo, the head of Food Service noting that she has performed exceptionally during these last few months.

Ms. Russo has been able to offer up to the school and local community food service. For an expanded period of time the state will be reimbursing schools for the cost of breakfast and lunch, and the school desires to expand this to include more dinner options. Ms. Russo attended the Board meeting in order to ensure she has all of the necessary permissions to provide these options.

Jessica Xiarhos made a motion to Approve the Food Service to offer meals (for sale) to all families within the community using the existing facilities and the current supply chain. Ellen Lodgen seconded the motion.

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

**Roll Call**

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

**B. Review and Approval of Head of School Goals for SY2020-2021**

The group discussed the Head of School Goals for the current school year. Additional tracking and measurement metrics were included to help clarify and support the achievement of those items.

Several points were discussed in more details and Peter helped clarify what is being proposed.

Ellen Lodgen made a motion to approve the HOS goals for SY-2020- 2021.

Paul Baker seconded the motion.

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

**Roll Call**

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

### **C. Review of Board Self Assessment - 2020-2021**

The group commended themselves for 100% participation - and urged that this kind of involvement continue well into the future.

The overall consensus of the Trustees is that all groups appear to be well aligned, and prepared to drive the school's success into the future.

### **D. Approve Committee Membership for 2020-2021**

This item has been moved to the October meeting.

## **VII. Committee Updates**

### **A. Governance Committee**

Karl Smith provided the update regarding the Governance Committee.

Artie Sullivan posed the question regarding what kind of involvement Governance may have regarding the faculty handbook.

Karl Smith made a motion to Reappoint Ian Hunt to the MCCPS board of trustees for a term ending in October 9, 2023.

Paul Baker seconded the motion.

Ellen - conversation about attendance - make him aware that he needs to be better about communicating

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

#### **Roll Call**

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

### **B. Finance Committee**

Rudi Herve presented the results for August noting the results for only two months does not reveal the full story of the school's results, but that the anticipated amounts were trending as anticipated.

The additional \$25K / month payment was discussed and Rudi explained that Jeff Barry is researching the nature of this payment and is not making any commitments against those funds in order to be conservative.

**C. Personnel Committee**

Artie Sullivan noted that the HOS evaluation training is scheduled for next month's meeting.

**D. Academic Excellence**

Jessica Xiaros provided a brief update to the Board and noted there has been excellent collaboration and ongoing effort to define all of the criteria.

**E. Development**

Ellen Lodgen provided the update on development, and noted her appreciation for the work Susan Hauck has been able to provide.

They are working on several events and fundraising opportunities.

**F. Strategic Plan Committee**

There were no updates at this time.

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

Dr. Cohen re-reviewed a few items covered within his Head of School memo, noting the new website should be up and running before the next Board meeting.

**H. Facilities Task Force**

The group held their first meeting on October 20th.

They are coordinate with Katherine Koch to hold the meeting every 3rd Tuesday of the month

Anyone interested in joining should reach out to Becca Whidden.

**I. Charter Renewal - On Hold until Charter Amendment Status Updates from DESE**

**J. By-Laws Task Force - On Hold until By-Laws Status Updates from DESE**

**VIII. Public Comment**

**A. Public Comment**

Nothing noted at this time.

**IX. Closing Items**

**A. Recap Action Items**

Goals, job descriptions, and committee memberships are due at the next Board meeting.

## **B. Meeting Evaluation**

Overall the group was satisfied the meeting went as planned and met the intended goals.

Ellen Lodgen made a motion to adjourn meeting.

Jessica Xiarhos seconded the motion.

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

### **Roll Call**

Richard Doron Aye

Paul Baker Aye

Ellen Lodgen Aye

Karl Smith Aye

Rebecca Whidden Aye

Artie Sullivan Aye

Ian Hunt Absent

Peter Cheney Aye

Rodolphe Herve Aye

Jessica Xiarhos Aye

Peter Cohen 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

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### **Documents used during the meeting**

- HOS Report to Board of Trustees 9\_29\_20 (1).pdf
- Head of School Goals - P. Cohen 2020 DRAFT (2).pdf
- Microsoft Word - BoardMeetingsR3DOC\_Observing Board Meetings Guide.docx.pdf
- Sample Board Member Orientation Process.pdf
- Microsoft Word - BoardCompositionIADOC conducting a board inventory.docx.pdf
- Sample Individual Trustee Performance Expectations – BoardOnTrack Help.pdf
- Board Assessment Report, 2020.pdf
- Fin Com, Notes, Aug-20.docx
- MCCPS, Aug-20, Fincial Statements.pdf