

APPROVED



**MCCPS**

## MCCPS Board of Trustees

### Minutes

#### Monthly Board Meeting

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

Tuesday August 25, 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/upUpceCppzIsHNd4OH62r-u6WEEa3pAq97TU/ics?](https://us04web.zoom.us/meeting/upUpceCppzIsHNd4OH62r-u6WEEa3pAq97TU/ics?icsToken=98tyKu6pqj0jG92cth-ER7YcBo_oXevxmFhdgo1ZyDDNVXJBLxagAcndM-FvMcmJ)

[icsToken=98tyKu6pqj0jG92cth-ER7YcBo\\_oXevxmFhdgo1ZyDDNVXJBLxagAcndM-FvMcmJ](https://us04web.zoom.us/meeting/upUpceCppzIsHNd4OH62r-u6WEEa3pAq97TU/ics?icsToken=98tyKu6pqj0jG92cth-ER7YcBo_oXevxmFhdgo1ZyDDNVXJBLxagAcndM-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), 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)

##### **Trustees Absent**

*None*

##### **Trustees who arrived after the meeting opened**

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Rebecca Whidden

**Guests Present**

Andrea Barlow (remote), NDack Toure (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 Aug 25, 2020 at 7:04 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 August 25, 2020.

Ellen Lodgen made a motion to accept the Governor's emergency order and conduct this meeting remotely.

Paul Baker seconded the motion.

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

**Roll Call**

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

**D. Approve Minutes**

Richard Doron made a motion to approve the minutes from Monthly Board Meeting on 07-28-20.

Rodolphe Herve seconded the motion.

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

**Roll Call**

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

**E. Approve Minute of August 1, 2020 Board Retreat**

Richard Doron made a motion to approve the minutes from Board Retreat, Session #2 on 08-01-20.

Karl Smith seconded the motion.

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

**Roll Call**

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

**II. Public Comment**

**A. Public Comment**

There were no public comments at this time.

**III. New Board Members**

**A. Presentation/Interview/Vote on Perspective Board Member - Ndack Toure**

Rebecca Whidden arrived.

Ndack Toure is the parent of a 7th grader who has attended MCCPS for the past three years and she is looking to become even more involved, volunteering as a trustee. She is a current member of the Finance Sub-Committee and she is familiar with the overall

governance of the school. She is truly appreciative of the teachers and staff and how they take care of the children's education and learning.

After responding to some questions from Board members, Ndack thanked the group for their consideration.

Rodolphe Herve made a motion to appoint Ndack Toure as a member of the MCCPS Board of Trustees to fill a term commencing immediately upon approval by the Department of Elementary and Secondary Education and expiring three (3) years from the date of DESE approval.

Richard Doron seconded the motion.

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

**Roll Call**

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

Rodolphe Herve made a motion to invite the newly appointed Trustee, Ndack Toure, to all Board Meetings and activities while her approval is pending with the Department of Elementary and Secondary Education. Ndack Toure will be entitled to participate as provisional Trustee and will be able to participate in all activities and discussions, except voting, until the formal approval from the Department of Elementary and Secondary Education, and will not be counted when determining a quorum.

Rebecca Whidden seconded the motion.

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

**Roll Call**

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

**B.**

### **Presentation/Interview/Vote on Perspective Board Member - James Rogers**

James Rogers is currently employed by MCCPS as an Advisory Teacher in Science, and he is also interested in becoming more involved with the school's oversight as a member of the Board of Trustees. He is a strong advocate for the arts and enjoys being part of the vibrant musical community in our neighboring city of Salem.

James explained that when Stephen Veiga (a former board member and teacher) stepped down and a teacher position became available, he felt the time was right. James has been serving on the Personnel Sub-committee for the past few years and has shown commitment to helping in other areas such as the Covid response committee. He is looking to become a bigger part of the decision making processes followed and believes he can commit the time requirements.

Richard Doron made a motion to appoint James Rogers as a member of the MCCPS Board of Trustees to fill a term commencing immediately upon approval by the Department of Elementary and Secondary Education and expiring three (3) years from the date of DESE approval.

Ian Hunt seconded the motion.

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

#### **Roll Call**

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

Karl Smith made a motion to invite the newly appointed Trustee, James Rogers, to all Board Meetings and activities while his approval is pending with the Department of Elementary and Secondary Education. James Rogers will be entitled to participate as a provisional Trustee and will be able to participate in all activities and discussions, except voting, until the formal approval from the Department of Elementary and Secondary Education, and will not be counted when determining a quorum.

Ellen Lodgen seconded the motion.

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

#### **Roll Call**

Ian Hunt	Aye
Richard Doron	Aye
Rodolphe Herve	Aye

**Roll Call**

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

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

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

Artie Sullivan discussed the previous meeting's action items, including:

- New members
- DESE - application for updates to the Charter - the school is not expecting opposition, but there may be a delayed response due to ongoing pandemic.
- Designation of Board restricted funds and donor restricted funds

**V. Board Annual Items**

**A. Upcoming Meeting Agenda Items**

Artie Sullivan briefly reviewed the upcoming meeting agenda items.

With the ongoing financial audit ongoing, the committee will need to review the financial statement before the November deadline. Additionally the Head of School evaluation and Personnel training will also be provided before year-end.

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

Artie Sullivan went over the Board Goals, highlighting the following items:

- Continuing to identify new members
- Development (Susan Hauck to provide additional information during Development update)
- Communications - New logo and website re-work:
  - Reopening plans, information has been plentiful and straightforward
  - Transforming - progression
  - Supporting school with new normal

**VI. HOS Report**

**A. Monthly Report**

Dr. Cohen reviewed his memo / report in further detail, noting among other things:

- New logo and communications
- Enrollment
- Creation of the new library within the atrium
- Teaching force - moving forward
- Student Opportunities Act
- Navigator award

Rebecca Whidden made a motion to present Doris Hasburn with Navigator award.

Ellen Lodgen seconded the motion.

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

**Roll Call**

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

**VII. Other Business**

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

Peter Cohen walked through all of his goals providing additional information and highlighting some of their key aspects. The final goals he presented were recently approved by the Personnel Committee.

A focal point of the discussions involved measurable goals, metrics, and keys to success. Peter will work to incorporate and develop some metrics to track progress and success. Additionally including stretch goals, and expanding what is to be expected regarding development.

Note that the approval of the goals is anticipated during the September meeting.

**B. Presentation of Student Opportunity Act Plan - 2020-2023**

Note the deadline for submittal is now delayed until January. The board will revisit the plan in December.

**C. Create a Facilities Task Force**

The group has been discussing the additional warehouse space for several years, and the board believes the potential paths forward should be contemplated by a sub-committee who will compile the potential avenues available for the school. The main goal of the sub-committee would be to conduct a feasibility study for the available space in the warehouse.

Ellen Lodgen made a motion to create a Facilities Task Force that will study the existing conditions of the school building, conduct a feasibility study for expansion into the warehouse space, and make recommendations for upgrades and improvements to existing spaces. A plan for engaging an architect, conducting a capital campaign to raise funds, and a timeline for expansion will be presented to the full Board for approval. The task force will be led by current Board member, Rebecca Whidden and members of the community will be invited to participate.

Paul Baker seconded the motion.

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

**Roll Call**

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

**VIII. Committee Updates**

**A. Governance Committee**

Karl Smith noted that now the by-laws project is complete, the Governance Committee will now be focusing on normal business at hand, continuing to look for qualified and available board candidates.

Additionally, there will be a push for full compliance and tracking / recordkeeping efforts.

**B. Finance Committee**

Rudi Herve provided the monthly financial update, noting the lack of any significant items given the timing of the fiscal year. He mentioned there has been some additional money received by the State, and that Jeff Barry is investigating the nature of the funds.

He also explained that in order to qualify for some of the Covid related funds available for partial reimbursement by the State, the Board would need to approve some additional funding beyond the \$5K limit to additional expenditure items outside of the budgeted



amounts. The Finance Committee recommended incurring the additional cost to update the HVAC units.

Karl Smith made a motion to approve the expenditure of up to \$31K for HVAC maintenance and upgrades - specifically related Covid response and the health and well being of our students, faculty and staff.

Ian Hunt seconded the motion.

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

**Roll Call**

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

**C. Personnel Committee**

Artie Sullivan noted that beyond the goals previously discussed, there is nothing new to report.

**D. Academic Excellence**

Ms. Xiarhos noted there is nothing new to report and that the group is working on finalizing the overall criteria for excellence.

**E. Development**

Ms. Lodgen indicated that as Peter previously mentioned, meetings have been held, and the committee members have tentatively scheduled a 'in-person' event for April 9th at Salem Waterfront. And she also indicated they are preparing a contingency plan for a remote event should opening up not occur by that time.

**F. Strategic Plan Committee**

Currently there are no new developments or items to report.

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

Beyond the previous updates regarding the branding and updated web-site, there are no additional items to report.

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

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

**IX. Public Comment**

**A. Public Comment**

None at this time.

**X. Board Member Comments and Resolutions**

**A. Board Member Comments and Resolutions**

Artie Sullivan commended Dr. Cohen, Susan Haulk, and the whole team for all of the work accomplished to date.

He also wanted to congratulate all of the spring graduates and is planning for the delayed ceremony over the upcoming weekend. The team has prepared a thoughtful and 'socially distant' seating plan which should work well.

**XI. Closing Items**

**A. Recap Action Items**

Applications for James and Ndack are being submitted to the state.

Artie will be opening up the board assessment survey.

And the plan should be to incorporate measurable tasks and metrics within the HOS goals to enable the group to track progress towards them.

**B. Meeting Evaluation**

The group believes much was accomplished at tonight's meeting.

**C. Adjourn Meeting**

Rodolphe Herve made a motion to adjourn the meeting.

Ellen Lodgen seconded the motion.

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

**Roll Call**

Richard Doron	Aye
Ellen Lodgen	Aye
Karl Smith	Aye
Paul Baker	Aye
Artie Sullivan	Aye

**Roll Call**

Rebecca Whidden Aye

Ian Hunt Aye

Rodolphe Herve Aye

Jessica Xiarhos Aye

Peter Cheney Aye

Peter Cohen Aye

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**

- Ndack's resume .docx
- James Eric Rogers - Resume.pdf
- HOS Report to Board of Trustees 8\_19\_20 (1).pdf
- Head of School Goals - P. Cohen 2020.pdf
- MCCPS SOA Plan 2021-2023.pdf
- MCCPS, July-20, Financial Statements.pdf
- FinCom note, July-20.docx