

APPROVED



## MCCPS Board of Trustees

### Minutes

#### MCCPS Monthly Board of Trustees Meeting

---

**Date and Time**

Tuesday January 31, 2023 at 7:00 PM

**Location**

17 Lime Street  
Marblehead, MA

**Join Zoom Meeting**

<https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09>

Meeting ID: 983 5544 6062

Passcode: MCCPSbot

---

**Trustees Present**

Ian Hunt, Jessica Gelb (remote), Jessica Xiarhos, Katie Holt (remote), Lindsay Smith, Nick Santoro, Paul Baker, Peter Cohen, Tim Wadlow (remote), William Rockwell

**Trustees Absent**

Rodolphe Herve

**Guests Present**

Alyssa Crimmins (remote), Andrea Barlow (remote), Carol McEnaney (remote), Molly Wright (remote), Stephanie Brandt (remote)

---

**I. Opening Items**

A.

## Record Attendance and Guests

### B. Call the Meeting to Order

Ian Hunt called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Jan 31, 2023 at 7:08 PM.

### C. Approve Minutes

Paul Baker made a motion to approve the minutes from MCCPS Monthly Board of Trustees Meeting on 12-20-22.

William Rockwell seconded the motion.

- One error in Section 6A- should mention Personnel Committee rather than Governance

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

#### Roll Call

William Rockwell	Aye
Nick Santoro	Aye
Tim Wadlow	Aye
Jessica Xiarhos	Abstain
Paul Baker	Aye
Ian Hunt	Abstain
Jessica Gelb	Aye
Rodolphe Herve	Absent
Lindsay Smith	Aye
Peter Cohen	Aye
Katie Holt	Aye

## II. Public Comment

### A. Public Comment

- N/A

## III. Opening Comments From Chair

### A. Opening Comments

- Tim apologized for not making it in person this evening as he is feeling under the weather
- Tim noted that much of tonight's content will be hearing from Dr. Cohen

## IV. Board Annual Items

### A.

## Upcoming Meeting Agenda Items

- Board voted to approve school calendar during December meeting so this will not be covered during February meeting
- Dr. Cohen suggested using time during Feb. meeting to review Board on Track tool

## V. HOS Report

### A. Monthly Report

- Please see attached Monthly Report for full text
- Summary
  - Facilities Updates
    - Ebbrell Architects came on site on Jan. 11th and have delivered draft floor plan
    - Code upgrades- once we reach a certain point in the building expansion, MCCPS will need to ensure handicap ramp slope is appropriate, upgrade door handles, accommodate threshold requirements
      - Previously completed projects (new fire panel, etc.) helped us get ahead of many required updates
  - Bathrooms will need to be a priority
    - Rear bathrooms are using replacement sewer pump and plumbers have informed the school that the sewer pump will continue to fail- pump is not sufficient to support current number of toilets
      - Currently experiencing issues related to both the plumbing system and foreign objects being flushed down toilets
    - MCCPS has made these bathrooms staff-only to mitigate flushing of foreign objects
  - Staff updates
    - Salem State University ("SSU") students are coming in part time to support John Purdy, school nurse
    - COVID-19
      - Uptick in cases following Winter Break
      - Staff attendance
        - Quarantine guidelines force staff to use high number of sick days and as MCCPS allots its staff 10 total sick days, some staff members are now running low/out of sick days despite it being just January
        - Dr. Cohen and HR working on potential solutions for this
      - Paul mentioned that this issue has happened on his staff and that they have decided to "eat it"

- Nick sought clarification on MCCPS policy on using sick days beyond allotted number- monetary cuts from pay for staff members who pass this threshold (based on # of days missed) goes back to MCCPS
- Lindsay asked what the difference is between offering 10 and 20 sick days a year
  - Dr. Cohen cited findings from years past that vast majority of staff doesn't use anywhere near 10 sick days and that increasing this # could, should a staff member abuse this policy, expose school to massive staffing shortages and risk school's ability to function
  - Jess G mentioned that teachers in another district are voting on addition of 5 COVID days for staff
  - Tim suggested learning what other districts are doing and using their policies as benchmark
  - Katie mentioned importance of accommodating staff's needs in regard to sick days to ensure staff feels properly supported (which will in turn limit turnover)
- Media Coverage
  - Dr. Cohen mentioned that new local papers have offered coverage of the school
- Board on Track
  - Dr. Cohen explained how Board members can upload skills/credentials and demographics and asked that members do so
- Enrollment
  - Currently at 221 students
  - Received over 100 applications to date for next year
    - Deadline for first round of enrollment lottery ends next month
  - Open House event on 1/21
    - Students ran tours alongside school admins
  - Dr. Cohen asking Jeff Barry to create first draft budget based on 210 as exercise to see whether that number could meet our goals and if 230 students is appropriate goal
    - Katie asked what percentage of new students are siblings of current/former students (Dr. Cohen estimated 18% this year)
  - Board members discussed threat of small class sizes elsewhere (Marblehead & Swampscott Public Schools) drawing students away from MCCPS

## **B. HOS Mid-year Review**

- Dr. Cohen presented Mid-year Review of his Head of School goals (please see attached Mid-Year Review for full slide deck)
- Summary

- Dr. Cohen's keyword for 2023- "progress"
  - Progress on goals (ex: renovations, food pantry, student conferences, portfolios, etc.)
- Goal 1: Feedback & Evaluations
  - Teaching Force- educators meeting for hours on Wednesday afternoons, embodying key values (observation/feedback, join development/preparation of lessons, hearing student feedback), beginning to deliver presentations elsewhere
- Goal 2: Criteria for Excellence
  - Student portfolios now online
  - Feedback on student-led conferences (portfolios serving as primary content) has been mixed- a work in progress
- Goal 3: Community Engagement
  - Have added members to both Board and committees, more community events (Community BBQ, coffee series, etc.), increased presence of parents in the building
- Goal 4: Facilities Oversight & Planning
  - Summers 2023 (Bathrooms, demo, insulation, windows), 2024/2025 (Construction, Upgrades & Atrium demo)
- Dr. Cohen reviewed staff satisfaction survey data, which is available in Mid-Year Report attached to these minutes
- Redefining the HOS Role Section
  - Development- Need Capital Campaign Manager to help with fundraising
  - Communication- Need for PR/Marketing Director to share MCCPS story
  - Facilities- HOS as partner with OPM and architects
- Next Steps
  - Adjust enrollment
  - Facility upgrade
  - Investment in teachers
  - Naming ("Navigation Academy" for upper grades)
  - Dissemination (Teaching Force)
  - Development fundraising
- Paul, Jess and Lindsay commended Dr. Cohen and the faculty's commitment to the school and continued endurance throughout time of significant burnout
- Ian asked Dr. Cohen to share detailed survey data

### **C. Mid-Year Review Process**

- Dr. Cohen will help Tim disseminate HOS mid-year review form to be completed by Board members and subsequently shared at next Board meeting
  - Results will be part of public record after next Board meeting

- Board members to complete form by 2/9

## VI. Other Business

### A. Committee Memberships

Nick Santoro made a motion to Approve the membership lists of MCCPS' Committees with the addition of Lindsay Smith to Development and Paul Baker as Chair of Personnel. Tim Wadlow seconded the motion.  
The board **VOTED** to approve the motion.

#### Roll Call

Ian Hunt	Aye
Jessica Xiarhos	Abstain
Paul Baker	Aye
Nick Santoro	Aye
Katie Holt	Aye
Lindsay Smith	Aye
Jessica Gelb	Aye
Tim Wadlow	Aye
Peter Cohen	Aye
Rodolphe Herve	Absent
William Rockwell	Aye

### B. Elect new Vice-chairman - Ian Hunt

Paul Baker made a motion to Appoint Ian Hunt as Interim Vice-Chair of MCCPS Board of Trustees. Nick Santoro seconded the motion.  
The board **VOTED** to approve the motion.

#### Roll Call

Jessica Gelb	Aye
William Rockwell	Aye
Lindsay Smith	Aye
Paul Baker	Aye
Jessica Xiarhos	Abstain
Katie Holt	Aye
Nick Santoro	Aye
Tim Wadlow	Aye
Ian Hunt	Abstain
Peter Cohen	Aye
Rodolphe Herve	Absent

### C. Jessica Xiarhos 2nd Term Vote

Paul Baker made a motion to Address tonight's agenda item 6C directly after agenda item 4A.

Nick Santoro seconded the motion.

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

**Roll Call**

Tim Wadlow	Aye
Katie Holt	Aye
Rodolphe Herve	Absent
Ian Hunt	Aye
Peter Cohen	Aye
Jessica Gelb	Aye
Paul Baker	Aye
Jessica Xiarhos	Abstain
Nick Santoro	Aye
William Rockwell	Aye
Lindsay Smith	Aye

Paul Baker made a motion to move that the Board appoint Jessica Xiarhos as a member of the MCCPS Board of Trustees to fill a term commencing immediately upon approval by 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**

Peter Cohen	Aye
Jessica Gelb	Aye
Katie Holt	Aye
Paul Baker	Aye
William Rockwell	Aye
Lindsay Smith	Aye
Tim Wadlow	Aye
Ian Hunt	Aye
Nick Santoro	Aye
Rodolphe Herve	Absent

Nick Santoro made a motion to move that the Board invite the newly appointed Trustee, Jessica Xiarhos, to all Board Meetings and activities while her approval is pending with the Department of Elementary and secondary education. Jessica 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.

Paul Baker seconded the motion.

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

**Roll Call**

Nick Santoro	Aye
Jessica Gelb	Aye
Tim Wadlow	Aye
Lindsay Smith	Aye

**Roll Call**

Peter Cohen Aye  
Rodolphe Herve Absent  
Paul Baker Aye  
Ian Hunt Aye  
Katie Holt Aye  
William Rockwell Aye

**D. Personnel Committee Chair**

- Personnel Committee lacking a formal Chair since Artie Sullivan's departure
- Role of Personnel Committee
  - Reviewing and recommending policies (attendance, HR, grievance, etc.), coordinating and executing HOS evaluation
- Paul volunteered to join as interim Chair for Personnel

**VII. Committee Updates**

**A. Governance Committee**

- Have interviewed members, including Carol McEnaney, to join Board of Trustees
- Primary goals focused on committee/board onboarding

**B. Finance Committee**

- State has corrected its per student rate for MCCPS but MCCPS is still meeting budget (as reimbursement rate remains higher than expected)
- Committee focused discussion on future enrollment (budgeting for lower student # than 230)

**C. Personnel Committee**

- Met this month and primarily discussed the three survey tools we use (Val Ed, internal and Board on Track), ultimately recommending we stick with all three

**D. Academic Excellence**

- Working on aligning goals for strategic plan and meeting on Friday

**E. Development & Communications**

- Conducted two meetings this month to prepare for entrepreneurial fair
  - Now have 13-14 booths for this event
  - Exploring whether we can find local businesses to sponsor this event

**F. Strategic Plan Committee**



- Made templates for committees to use for uploading strategic plan goals and sent to committee chairs

#### **G. Facilities Task Force**

- Ebbrell Architects on site 1/11
  - Will need FTF to okay floor plan before 2/15

### **VIII. Public Comment**

#### **A. Public Comment**

- N/A

### **IX. Board Member Comments and Resolutions**

#### **A. Board Member Comments and Resolutions**

- Paul mentioned that Marblehead has provided no-cost Explorer tool to address mental health
- Ian asked that FTF share Ebbrell's recent floor plan

### **X. Closing Items**

#### **A. Adjourn Meeting**

Nick Santoro made a motion to Adjourn tonight's meeting.

Paul Baker seconded the motion.

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

#### **Roll Call**

Jessica Gelb	Aye
Rodolphe Herve	Absent
Nick Santoro	Aye
Katie Holt	Aye
Peter Cohen	Aye
William Rockwell	Aye
Ian Hunt	Aye
Tim Wadlow	Aye
Paul Baker	Aye
Lindsay Smith	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:26 PM.

Respectfully Submitted,  
William Rockwell

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

- 2022\_12\_20\_board\_meeting\_minutes.pdf
- HOS Report to Board of Trustees 1\_31\_23.pdf
- Head of School MidCycle Update (2).pdf
- 2023 Charter Board Committees .pdf
- FinCom\_notes\_Dec\_\_22.pdf
- MCCPS financial results 12.31.23.pdf
- 2022\_12\_16\_finance\_committee\_meeting\_minutes (1).pdf