

APPROVED



## MCCPS Board of Trustees

### Minutes

#### Governance Committee Meeting

---

**Date and Time**

Tuesday February 7, 2023 at 7:00 PM

**Location**

ZOOM ONLY

---

#### MCCPS Board of Trustees Governance Committee Monthly Meeting

**Date and Time:** Tuesday September 6th, 2022 at 7:00 PM EST.

**Location:** 8th grade classroom, MCCPS • 17 LIME STREET • MARBLEHEAD, MA 01945 and also via ZOOM.

Due to the ongoing COVID 19 pandemic this meeting will be held in a hybrid format, in person and remotely via Zoom: [https://zoom.us/j/92043602027?](https://zoom.us/j/92043602027?pwd=RGh6cDBVd2JkVzBFWmpmdk5yTXRKZz09)

**pwd=RGh6cDBVd2JkVzBFWmpmdk5yTXRKZz09**

**Meeting ID: 920 4360 2027**

**Passcode: MCCPSgov**

---

**Committee Members Present**

Karen Zieff (remote), Katie Holt (remote), Kristofer Yrrizarry (remote), Maria Maliouk (remote), Nick Santoro (remote), Paul Baker (remote)

**Committee Members Absent**

Elizabeth Burns, Matt Cronin

---

**I. Opening Items**

**A. Record Attendance**

**B. Call the Meeting to Order**

Nick Santoro called a meeting of the Governance Committee of MCCPS Board of Trustees to order on Tuesday Feb 7, 2023 at 7:05 PM.

**C. Approve Minutes from 1/3/23 Governance Committee Meeting**

Paul Baker made a motion to approve the minutes from Governance Committee Meeting on 01-03-23.

Kristofer Yrrizarry seconded the motion.

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

**D. Approve Minutes from 11/1/22**

not enough members that were at that meeting are present. Need Matt Cronin, Elizabeth Burns, Nick Santoro, and Maria Maliouk

**E. Discuss Future Meetings**

After the remote allowance ends on March 31st, The Governance Committee will meet at Charter School at 7:30 on the First Monday of each month.

**II. Other Business**

**A. Discuss Onboarding New Committee Members Protocols (SWOT Analysis)**

Maria left at 7:33

Discussed a committee fair in Fall. Could segue to board member interest and schedule interviews.

need to create standard operating procedure for board members

discussed having new members sign off on having read standard operating procedures, the charter, and the by-laws. This would serve as onboarding.

Write the SOP at the first in person meeting in April.

for March Meeting, we will review edits from Draft of SOP.

**III. 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 8:01 PM.

Respectfully Submitted,  
Katie Holt