

APPROVED



MCCPS Board of Trustees

Minutes

Monthly Board Meeting

(In lieu of May meeting)

Date and Time

Tuesday June 6, 2023 at 7:00 PM

Location

Join Zoom Meeting

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

Meeting ID: 983 5544 6062

Passcode: MCCPSbot

17 Lime Street
Marblehead, MA

Trustees Present

Carol McEnaney, Ian Hunt, Jessica Gelb, Jessica Xiarhos, Katie Holt, Lindsay Smith, Nick Santoro, Paul Baker (remote), Rodolphe Herve, William Rockwell

Trustees Absent

Tim Wadlow

Guests Present

Ali Husain, Beth Taranto (remote), Kim Belf (remote), Lindsay Hogan

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Rodolphe Herve called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Jun 6, 2023 at 7:05 PM.

C. Approve Minutes

- Meeting minutes from last month's meeting were not included in meeting agenda- minutes for May meeting will be brought forward for approval during next monthly meeting

Ian Hunt made a motion to approve the minutes from Special Board Meeting on 04-12-23.

Lindsay Smith seconded the motion.

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

II. Opening Comments From Chair

A. Opening Comments

- Chair is unexpectedly unable to attend tonight- no opening comments

III. Public Comment

A. Public Comment

- N/A
- Both Lindsay and Ali, MCCPS parents, introduced themselves to the Board

IV. Board Annual Items

A. Upcoming Meeting Agenda Items

- Board retreat coming up in two weeks
- Town Hall re: SY23-24 leadership team coming up on 6/7

V. HOS Report

A. Monthly Report

- Please see attached HOS Report for full report

- Notes

- Recent events

- Last week of Enrichment Classes
 - Senior Week
 - Nature's Classroom was a success!
 - Staff/Alumni vs. 8th grade Kickball game was well attended (teachers won)
 - 2 Performances of Charlie Brown last weekend
 - Music Extravaganza last evening was amazing!
 - Recycling Drive held on 6/3 (nearly \$2000 profit to go back to MCCPS)

- Upcoming events

- First Annual Charter "Fun Run" tomorrow 6/7
 - MCCPS Town Hall 6/7
 - 4th grade field trip on 6/8 to the PEM
 - Canobie Lake Field Trip on Friday 6/9 for Music Students
 - Exhibition 6/14...Exhibition Two: 6/15
 - Instructional leadership team heavily involved... school seems excited to have first full school exhibition since 2019
 - Graduation: 6/15

- Misc. Updates

- Purchasing updated SEL (social-emotional learning) curriculum
 - Current one found to be a bit dated
 - Est. tighter controls on student Chromebooks
 - Looking at two options- controls software will be a summer purchase

- Leadership Team Updates

- Identifying areas in which staff members feel they need additional PD ("prof. development") and support
 - Looking to review safety protocols in light of recent events... have received offers from third parties, including MHD school safety officer, to help us
 - Rudi- something we should discuss during Board retreat?
 - Stephanie- absolutely
 - Agreed to bring this up during retreat
 - Both items above will be summer work per Stephanie

- Questions

- Rudi- MCAS done?
 - Stephanie- MCAS is done
 - Jess X- don't believe Math scores are out yet

- Admissions

- Overview
 - 189 admissions applications to date, 75 fewer than SY22-23

- 20 6th grade students leaving MCCPS, significant drop in admitted students from MHD
 - Beth re: distribution list
 - Distribution list built out (and mailers sent) via third party
 - Reason for # dip- card was 12x5 in years past, this year it was postcard sized
 - Jess G- where are those leaving 6th grade going?
 - Beth- Generally going to Veterans in MHD, two moving, a few going to SWMST Middle
 - Will- given declining student pops in MHD, do we want to aggressively target the town or focus on SWMST?
 - Katie- Swampscott will be tough given new school opening next year that'll be K-4
 - Ian- what kind of questions are parents asking during tours?
 - Stephanie- class sizes are most common topic
 - Beth explained that given MCCPS' charter, a certain % of students must be from within district (which is MHD, SWMST, NHT)
 - Carol- are we doing exit interviews?
 - Stephanie- no formal process as departing parents are typically sharing reasons and I'm having these conversations regularly... no significant thread tying reasons
 - Paul- attended MHD School Committee mtg., during which it was shared that expected class sizes for 4-6 are quite small (22 for 6th grade being highest)
 - Question was raised re: reimbursement rates for out-of-district students (Salem/Lynn for example)
 - Question
 - Ian- have you considered doing additional advertisement(s) for students?
 - Stephanie- haven't as of yet
 - Board discussed methods for student advertisements (postcards v. online/social media)
 - Paul- shared something with Peter earlier in the year that said mailers are no longer worth it
- Staffing
- Leadership structure
 - Overview
 - Interim Head of School
 - Director of Curriculum Technology and Instruction
 - Director of Teaching and Learning Math and Science
 - Director of Teaching and Learning for Humanities
 - Interim Dean of Students
 - Student Services Coordinator (Special Education)

- Stephanie- structure will lean heavily on tenured teachers (Jess X & Molly Wright serving in director roles, Megan Hail returning)... confident in structure
 - Time as Interim HOS has provided good education on what's needed to serve school
- Contracts out to SY23-24 faculty
 - Overview
 - 4 full time teachers not returning, 2 retirements and 1 position eliminated
 - 2 of 4 leaving for higher salaries
 - Additional notes
 - Math/Science difficult to staff...
 - Special Ed liaisons VERY limited
 - DESE has recognized lack of qualified individuals across MA and is reviewing ways to overcome shortages
 - A number of offers declined due to salary
 - Rudi- what was the difference?
 - Stephanie- each is different but approx. 7-8k on average
 - Question
 - Katie- is there a hiring committee?
 - Stephanie- it's just me at the moment though the staff helps schedule and there's collaboration among leadership team

B. Board Support for HOS

- Lindsay
 - Stephanie and I have been meeting weekly... want to reiterate that Stephanie has a very full plate... looking forward to having time in July to think through how we'll handle next year
 - Reviewing transition processes based on last week's MCPSA call and will be talking through ideas during Board retreat

VI. New HOS Search Process

A.

New HOS Search Process

- HOS job listing has posted on School Spring (up, through this, on Indeed as well)
 - One time posting that lasts 60 days, applicants must do so via email
 - Jess X setting up time with Lina and Robert (MCSPA) to discuss what's out there in terms of recruiting firms
- HOS search process
 - Ian reviewed draft HOS hiring process (below)
 - Review / finalize application process, in-person interview questions, criteria / scoring rubric etc - Search and Evaluation Team
 - Triage applicants & first round interviews - Search and Evaluation Team
 - Potential Shortlist - Search and Eval Team make recommendation to Full Board
 - Final Shortlist Interviews | Full Board +Faculty and Community Members
 - Discussed potential evaluation team
 - Katie, Ian, Paul (pending local elections), Will, Lindsay volunteered as well as Jess X, Nick and Carol on staff size
 - Faculty meeting tomorrow- Nick offered to put it out to faculty

B. Prepare for 6/7 Town Hall Session

- Organization
 - Will to handle opening/welcome
 - Stephanie to intro first, followed by members of leadership team, who will be attending in person
 - Ian to lead HOS search process presentation
- Prep
 - Ian to finalize slides and share with BOT prior to Town Hall
 - BOT and Leadership team to show up early (approx. 6:30pm)
 - Sign in sheet to be left up front, BOT to use projector in Community Room

C. Feedback on 6/2 MCPSA Session

- Those who attended had positive impressions- LOTS of information shared
- Jess X provided summary of the session and key offerings
- Lindsay/Jess X will be sifting through the info provided, paring out key pieces and sharing with Board (likely during retreat)
 - Also mentioned that MCPSA has similar support programs for Board Chairs as they do for HOS
- Will offered to share links shared during mtg. with Stephanie

VII. Committee Updates

A.

Governance Committee

- Met this month, discussed exit interviews to track who's left, how long they stayed, etc.
- Next meeting, we'll be interviewing potential new members

B. Finance Committee

- Met this month, \$276k surplus for this FY, expense line right on budget
- Incurred \$18k in legal fees over last couple months
- Projecting enrollment of approx. 210 for SY23-24, reviewing draft budget during next meeting

C. Personnel Committee

- Met this month

D. Academic Excellence

- Reviewed this year's committee goals as we look towards SY23-24- found that progress on some goals has been limited and others are shaped in such a way that we can continually improve (which therefore makes them difficult to call "accomplished")

E. Development & Communications

- Debriefed on success of Entrepreneur Fair, discussed growing the group and adding members, reviewed mission/goals for this committee- is it fundraising or community-event based?
 - Jess G- which direction is the committee headed towards? Question for next SY

F. Strategic Plan Committee

- Need to finalize extension of Strategic Plan- events of recent months have slowed progress
 - School needs current strategic plan in order to renew charter (which comes up in 2025)- will need to determine when this will be needed to state
 - Will to reach out to Artie Sullivan about this

G. Facilities Task Force

- N/A- future of task force will be topic of discussion during retreat

VIII. Public Comment

A.

Public Comment

- N/A

IX. Board Member Comments and Resolutions

A. Board Member Comments and Resolutions

- Will Rockwell put forward ideas for Retreat agenda:
 - SWOT Analysis
 - OML compliance training
 - Reviewing Board/Committee goals
 - Strategic Plan
- Lindsay/Jess X met this morning re: Retreat Agenda and will be working on item focused on information shared during MCPSA virtual meeting
- Rudi put forward idea for Board retreat
 - Discussion on what to/what not to show kids during presentations
- Stephanie recommended adding review of safety procedures

X. Executive Session

A. Vote to Enter Executive Session

- Will not be happening this evening

B. Executive Session

- N/A

XI. 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 9:15 PM.

Respectfully Submitted,
Rodolphe Herve

Documents used during the meeting

None