APPROVED

# MCCPS Board of Trustees

# Minutes

## Board of Trustees Monthly Meeting

**Date and Time**
Tuesday August 29, 2023 at 7:00 PM

**Location**
17 Lime Street
Marblehead, MA

Join Zoom Meeting
https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UlJnVmZ1dz09

Meeting ID: 983 5544 6062
Passcode: MCCPSbot

**Trustees Present**
Carol McEnaney, Ian Hunt, Jessica Xiarhos, Katie Holt, Kimberly Nothnagel, Lindsay Smith, Nick Santoro, Paul Baker (remote), William Rockwell (remote)

**Trustees Absent**
James Lewis, Rodolphe Herve

**Guests Present**
Andrea Daniels, Kathy Santoro, Stephanie Brant, Thomas Phillips McEnaney

### I. Opening Items

**A.**

**Record Attendance and Guests**

## B. Call the Meeting to Order

Katie Holt called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Aug 29, 2023 at 7:02 PM.

## C. Approve Minutes

Katie Holt made a motion to approve the minutes from MCCPS Monthly Board of Trustees Meeting: July 25, 2023 on 07-25-23.
Nick Santoro seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| Rodolphe Herve | Absent |
| Nick Santoro | Aye |
| Jessica Xiarhos | Aye |
| Ian Hunt | Aye |
| Carol McEnaney | Aye |
| Lindsay Smith | Aye |
| William Rockwell | Aye |
| Paul Baker | Aye |
| James Lewis | Absent |
| Katie Holt | Aye |
| Kimberly Nothnagel | Aye |

Nick Santoro made a motion to approve the minutes from MCCPS Board Retreat on 08-12-23.
Kimberly Nothnagel seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| Jessica Xiarhos | Abstain |
| Carol McEnaney | Aye |
| Paul Baker | Aye |
| Nick Santoro | Aye |
| Rodolphe Herve | Absent |
| Kimberly Nothnagel | Aye |
| James Lewis | Absent |
| Ian Hunt | Aye |
| Katie Holt | Aye |
| Lindsay Smith | Aye |
| William Rockwell | Aye |

## D. BOT: Treasurer Election

- Katie explained that Rudi cannot be treasurer again given that that he has already served three consecutive terms

- Board discussed options for filling the Treasurer
    - Rudi offered to stay on FinCom while any new Treasurer gets up to speed with the role
    - Will provided brief summary of the position (Treasurer is Chair of FinCom, must be Board member, etc.)
    - Paul offered his services but cannot do the usually-scheduled Friday morning committee  meetings
        - Paul to connect with Rudi before next meeting to discuss whether this time could be changed moving forward
    - Jess confirmed that per Bylaws, staff cannot serve in this position
- The Board decided to delay the vote until the next meeting

## II. Interview Board Candidate and Vote

### A. Potential Board Member Interview: Polly Titcomb

- Given that Polly was not in attendance, the Board decided to abstain from voting on her membership until next meeting
    - Polly likely didn't receive notice of tonight's meeting
        - Will to change Polly's email in BoardOnTrack

## III. HOS Report

### A. Back to School Summary

- Summary
    - First day celebration went well
        - Stephanie and Nick met with Glovers' Regiment over the Summer, didn't ultimately pan out
        - Staff welcomed students back to school with pom poms
        - Stephanie submitted photos of the event to MHD Current
    - Day 2 with new pickup/drop-off
        - Safer for students, much more organized but some traffic backup
            - Some of this will be ameliorated over time as people acclimate, students depart at different times, etc.
    - Enrollemnt
        - 176 total
    - Hiring
        - Hiring is complete, but still hoping for 7th grade instruction assistant & Special Ed assistance
        - Total staff members down 15 vs. last year
    - New School Curriculum
        - Character Strong- rolling out next week

- Technology
  - Just before school, learned that many Chromebooks (approx. 75) needed updates and were unable to be used
    - Ordered new ones, costing MCCPS $21,000
  - Meghan Hale doing weekly tech. course with students
    - Objective: ensuring students understand tech usage and know their search history on school computers isn't private
- Salem State/MCCPS Collaboration
  - Stephanie met with Salem State to discuss partnering with them (placements/fellowships for students)
- Bathroom Compliance
  - Information gathered by Lindsay
    - Regulations: 60 boys/1 toilet, 30 girls/1 toilet
      - MCCPS is compliant on both fronts
- Sound System
  - New sound system installed
- Upcoming Events
  - Project Adventure (9/6)
  - New Parent Dinner (9/7)
  - Back to School BBQ (9/10)
  - School Field Trip (9/19)
- Facilities
  - Some windows in greenhouse need to. be replaced
    - Stephanie getting estimates
  - Deck needs new beams underneath

• Questions
- Lindsay
  - Have we solved for the students in band/chorus during advisory (would otherwise be curriculum time)?
    - Adria Smith has put potential solution forward
  - Childrens' Island Trip
    - Students will be going to YMCA on 9/19

## IV. Follow Up Items from Board Retreat

### A. Miscellaneous Discussion Items and Actions

• Board Goals
- Will reviewed potential goals discussed at Board retreat (Board process/documentation review & cleanup, increased community engagement)
- Katie- wary of tying goal to specific # applicants given that the overall pool is shrinking
- Ian- echoed Katie's point

- Kim- should retention be focus?
- Stephanie- worth understanding why students are leaving
  - ex: had older children that had time moving into a larger setting- the social adjustment experienced by these children prompted them to move their 6th grader
- Katie- improve school brand and community engagement for next year
- Kim- from a financial standpoint, the school has room in 7th/8th grade
  - Paul- combining 7th/8th grade?

• Next Steps
- Will/Kim to workshop Board goals and disseminate to Board

## V. Committee Updates

### A. Governance Committee

• Governance
- Approved previous minutes
- Interviewed Heather Hussain
  - Expressed interest in Governance
  - Committee encouraged her to explore DevCom, as her background is largely in fundraising

• BoardOnTrack integration
- Need BoardOnTrack calendar to sync with MCCPS Calendar on website
- Nick- this ties to our first goal
  - Additional note
    - Important to put meeting notices, docs, agendas in BoardOnTrack in advance of meetings

• Additional
- WR to f/u with James Demaio @ DESE regarding email bounce back when he and Katie tried to share tonight's agenda with the state

### B. Finance Committee--no meeting this month; will report back next month

• Hasn't met since Board Retreat

### C. Personnel Committee

• Hasn't met since Board Retreat

### D. Academic Excellence

• Hasn't met since Board Retreat

### E. Development & Communications

- Held first meeting
    - Attempting to recruit additional members
    - Laid out "ground rules" for the committee
        - Focus is on community engagement & brand building within the community
            - Fundraising is not on immediate horizon- this is something that committee would like to take on once foundational norms/processes are set
        - Updates to website, improving social media presence and school brand will be areas of focus

## F. Head of School Search Committee

- Scheduling meeting for next week
    - First few action items focused on gathering community members to gather info on desired outcomes/characteristics, evaluation criteria, etc.
        - Will likely need to assemble preselection committee
            - Will serve as first screen for applicants
        - Kathy has been in touch with state regarding OML compliance
    - Katie emphasized importance of following executive session/OML guidelines

## G. Proposed New Committee: Diversity, Equity, and Inclusion

- Lindsay- DEI is an important focus for us and our MCCPS community. Therefore, recommend creating a committee to focus on DEI
    - Objectives for committee
        - Statement about how Charter feels about this
        - Refine our nondiscrimination policy in our handbook
        - Bolster areas already worth showcasing at MCCPS, identify areas of improvement
    - Would be great to have more diverse committee- trying to recruit more families/parents of color

Nick Santoro made a motion to create a Diversity, Equity and Inclusion Committee at MCCPS.
Katie Holt seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| Rodolphe Herve | Absent |
| Ian Hunt | Aye |
| Nick Santoro | Aye |
| Jessica Xiarhos | Aye |
| William Rockwell | Aye |

**Roll Call**

| | |
|---|---|
| Paul Baker | Aye |
| Lindsay Smith | Aye |
| James Lewis | Absent |
| Katie Holt | Aye |
| Kimberly Nothnagel | Aye |
| Carol McEnaney | Aye |

- Additional discussion on DEI committee
  - Who to chair?
    - Lindsay would like to gauge community interest in chairing/joining the committee but is happy to chair it if no one steps forward
    - Jess
      - Worth putting a survey out to community?
        - Asking the community their input on MCCPS' DEI efforts
          - Could not only help identify priorities for DEI committee but also dig up potential members
        - Lindsay noted that this is a divisive topic and noted that Board members should be prepared for pushback
      - Paul asked whether Swampscott has a DEI committee

## VI. Public Comment

### A. Public Comment

- X, current MCCPS parent
  - 6-7th grade enrollment drop-off
    - MCCPS would need some kind of "wow factor" to keep students here
      - MVMS has lockers, it's a dedicated 7th-8th grade school, etc.- MCCPS would need differentiator(s)
  - New committee
    - Nervous about how divisiveness of this issue could impact enrollment in the future
  - Board of Trustees
    - Has there been much turnover? There appear to be new faces.
      - Katie- we've added new members and we have a Board letter coming out to the community soon

## VII. Board Member Comments and Resolutions

### A. Board Member Comments and Resolutions

- Kathy thanked Katie for taking on the role of Board Chair
- Carol shared update related to Thomas joining the Board- received question asking who our appointing authority is

- Board discussed lack of responsiveness from Alysa w/ DESE
- Katie reached out to Al Gray, MCCPS attorney, about keeping him on retainer vs. on hourly rate and has not received anything back

## VIII. Closing Items

### A. Adjourn Meeting

Kimberly Nothnagel made a motion to Adjourn this evening's MCCPS Board of Trustees meeting.
Carol McEnaney seconded the motion.
The board **VOTED** unanimously to approve the motion.

| **Roll Call** | |
|---|---|
| Katie Holt | Aye |
| Lindsay Smith | Aye |
| Nick Santoro | Aye |
| Paul Baker | Aye |
| Carol McEnaney | Aye |
| Ian Hunt | Aye |
| William Rockwell | Aye |
| James Lewis | Absent |
| Rodolphe Herve | Absent |
| Jessica Xiarhos | Aye |
| Kimberly Nothnagel | Aye |

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:44 PM.

Respectfully Submitted,
William Rockwell

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**Documents used during the meeting**

- 2023_08_12_board_meeting_minutes.pdf
- 2023_07_25_board_meeting_minutes (1).pdf