APPROVED

MCCPS Board of Trustees

Minutes

March Board of Trustee Meeting

Date and Time
Tuesday March 26, 2024 at 7:00 PM

Location
MCCPS
17 Lime Street 01945
https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UlJnVmZ1dz09

Trustees Present
Carol McEnaney, Ian Hunt, James Lewis (remote), Jessica Xiarhos, Kimberly Nothnagel, Lindsay Smith, Nick Santoro, Paul Baker (remote), Polly Titcomb (remote), Rodolphe Herve (remote), Stephanie Brant, William Rockwell (remote)

Trustees Absent
Katie Holt

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Lindsay Smith called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Mar 26, 2024 at 7:07 PM.

C. Public Comment

- N/A

D. HoS Monthly Report

- *Please see attached HOS Report for full transcript
- Summary
    - Enrollment
        - SY23-24
            - Currently have 178 enrolled total
            - Have sent intent to return
        - SY24-25
            - Enrollment projection of 204
            - Grade breakdown
                - Targeting 46 students for 4th grade, 40-45 for 6th grade, 40 for 7th, and 27 for 8th
                - Waitlists for several grade levels
            - Admissions changes from last year
                - Deadlines on intent to return
                - Stephanie noted Meg Upton's great work throughout this process
                - Created newsletter for admitted students, handled outreach to prospective families, etc.
                - Stephanie has handled all school tours herself
                - Kim noted that she's heard from several prospective parents how appreciative they are of the "white glove" treatment Stephanie provides them
                - Lindsay has heard similar things from parents
        - Discussion re: interactions with prospective families
            - Stephanie noted that there were many prospective students at Exhibition and that increasing engagement with both prospective and current students is something MCCPS can not only provide, but should provide
                - A lot of prospective students knew/recognized each other at Exhibition
    - Budget & Other Events
        - SSU Partnership
            - Stephanie has begun interviews with Salem State University fellows (4 applicants) and hopes to be able to make some decisions regarding SSU partnership by the end of the week
        - Staff Contract Meetings
            - Stephanie aims to have contract meetings complete with all staff by the end of April break

        - This could be pushed back a week depending on when staff survey is sent out and returned
    - Chief King will be visiting campus this week to discuss ALICE training
    - DOE conducting site visit next week
        - Stephanie and Rose have been sharing documentation with the state about this
        - DESE recently completed report regarding English learning program at MCCPS
            - The school has partially implemented every indicator on the report but is not in complete compliance- Stephanie acknowledged there's work to do in this area
                - Stephanie noted increasing number of English learners at MCCPS in recent years (several Russian and Spanish-speaking students currently)
            - Katie asked where MCCPS stands in regard to compliance versus other schools
                - Little school-to-school comparison done, though results are posted on DESE's website
    - Audit re: federal grant funds
        - School received approx. $25,000 for establishment of Title I (targeted intervention) program, and auditors now following up
    - School events coming up
        - Dinner and magic show coming up
            - 160 people have RSVP'd
        - School fundraiser happening in a month
    - YMCA partnership
        - MCCPS will partner with YMCA next year for after school programming
            - YMCA's proposal provided affordable rates, additional benefits (discounted Y membership), flexibility re: how many students enroll

II. Committee Updates

A. Finance Committee

- Current SY23-24
    - 8 month profit of $138k but will end up between $2-300k loss as predicted
    - Approx. $700k in readily available cash and $250k in Board restricted funds
    - Next year's enrollment projections provide good news
- Budget approval for SY24-25
    - Required in order to begin contract negotiations with staff
    - Details of budget draft
        - Budget based on 190 students

        - Budgeted 3% increase in payroll
        - Mortgage rate will go from 3.1 to 5%
        - 10% increase for healthcare
    - Questions
        - Lindsay asked what assumptions this budget has been created under re: staffing
            - Stephanie: this has MCCPS back to teams of 4 at each grade level

Lindsay Smith made a motion to approve the proposed MCCPS budget for SY24-25.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Rodolphe Herve	Aye
Ian Hunt	Aye
William Rockwell	Aye
Stephanie Brant	Abstain
Carol McEnaney	Abstain
Paul Baker	Aye
Lindsay Smith	Aye
Nick Santoro	Abstain
Kimberly Nothnagel	Aye
Jessica Xiarhos	Abstain
Polly Titcomb	Aye
Katie Holt	Absent
James Lewis	Aye

B. Governance Committee

C. Personnel Committee

- Stephanie provided Personnel update
    - Next Wednesday, Katie Sullivan and John Steinberg will be coming to discuss year-end surveys with MCCPS staff (surveys focus on HOS leadership, teacher satisfaction, Board of Trustees)
        - Katie/John will present survey results once complete
    - Committee discussed working with Stephanie on school handbooks, which haven't been updated since 2018

D. Academic Excellence

- Next meeting occuring this coming Monday

E. Development & Communications

- Kim reviewed DevCom updates
  - Committee focused on preparing for April fundraiser
  - Fundraiser will feature "teacher wish list" items, "fund a need" options, and items from businesses in the community

F. DEI Committee

- Lindsay provided update on DEI
  - Meeting pushed back to next week due to illness
    - Next week's meeting will focus on restorative justice
  - Committee will be framing its work around school climate

III. Public Comment

A. Public Comment

- N/A

IV. Closing Items

A. Recap Action Items

B. Board Comments

- Paul mentioned professional development event at Devereux
  - Speaker delivered great presentation on neurodiversity and recommended her to anyone interested in the topic
- Board also discussed scheduling presentation with Board onboarding professional
  - Targeting June 15th from 9am-2pm

Lindsay Smith made a motion to adjourn tonight's meeting.
Nick Santoro seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Jessica Xiarhos	Aye
William Rockwell	Aye
Kimberly Nothnagel	Aye
Stephanie Brant	Aye
Ian Hunt	Aye
Rodolphe Herve	Aye
Nick Santoro	Aye
Paul Baker	Aye
James Lewis	Aye
Carol McEnaney	Aye
Lindsay Smith	Aye

Roll Call	
Katie Holt	Absent
Polly Titcomb	Aye

C. Adjourn Meeting

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,
William Rockwell

Documents used during the meeting

- Head of School Report 3:24.pdf
- FY25 proposed budget 2.0.xlsx