APPROVED

MCCPS Board of Trustees

Minutes

Board of Trustees Meeting

Date and Time
Tuesday May 28, 2024 at 7:00 PM

Location
Hybrid Format:

- in person at MCCPS
- via Zoom at https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UlJnVmZ1dz09

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

Trustees Absent
None

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 May 28, 2024 at 7:05 PM.

C. Public Comment

No comment!

II. Minutes

A. Minutes Approval

Katie Holt made a motion to approve the minutes from Board of Trustees: Special Meeting on 01-24-24.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Katie Holt made a motion to approve the minutes from Board of Trustees Meeting on 01-30-24.
Lindsay Smith seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Katie Holt made a motion to approve the minutes from Special Meeting: Review and Vote on Head of School Contract on 02-06-24.
Lindsay Smith seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Katie Holt made a motion to approve the minutes from MCCPS Board of Trustees Meeting on 02-27-24.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Lindsay Smith made a motion to approve the minutes from March Board of Trustee Meeting on 03-26-24.
Rodolphe Herve seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Katie Holt	Abstain
Lindsay Smith	Aye
Kimberly Nothnagel	Aye

Roll Call

Jessica Xiarhos	Aye
James Lewis	Aye
Carol McEnaney	Aye
Paul Baker	Aye
Stephanie Brant	Aye
Polly Titcomb	Absent
Rodolphe Herve	Aye
Ian Hunt	Absent
Nick Santoro	Aye
William Rockwell	Aye

Katie Holt made a motion to approve the minutes from Board of Trustees April 2024 Meeting on 04-30-24.
Paul Baker seconded the motion.
- Minutes approved pending revision to Section IIA to revise language to state that funds will go to annual fund
- WR to investigate 4/30/2023 meeting, which has outstanding minutes

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

Roll Call

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

III. Head of School Report

A. May Report

- Please see attached for full HOS Report
- Enrollment/Admissions
  - Enrollment steady at 178 (budget based on 190)
  - Additional application lottery round ongoing (to take place June 14th)
    - Ads in MHD Current and MHD Weekly
    - Social media and mail campaign
    - Objective is enrollment of >190

        - 19 total applications for 6/14 lottery
    - Per recent MCPSA webinar, next year's admission cycle will include Lynn & Salem, as they are dropping into bottom 10% of MA public schools MCAS scores
    - Katie asked that Board members try to plug MCCPS on social media as school attempts to reach +190 students for SY24-25
        - Stephanie noted success of this year's mail in campaign and mentioned that this year and next will give the leadership team a 2 year sample set of what a school population of <200 is like from a staffing/operations perspective, which can inform future conversations about ideal school size
- Staffing
    - Expecting faculty of 38 members for SY24-25 with one currently vacant position
        - 3 interviews scheduled for vacant position
- Compliance Reporting
    - Charter Renewal 8/1
        - Requires Board approval prior to filing
    - SOA 8/1
        - Requires Board approval prior to filing
    - Annual Report 8/1
        - Has historically been approved by BOT, though this isn't mandated
    - Strategic & Accountability Plan
    - Grant Monitoring Titles 1: (on-going)
    - OLA Continuous Improvement Monitoring Plan (on-going)
- Parent survey forthcoming
- Instructional Leadership Team Work Summer Work
    - Schedule/Use of Literacy and Math Intervention Teachers/Small Group Instruction
    - Finalizing instructional priority focus and work for the 2024-2025 school year
    - Stephanie beginning 2 year program with Special Education Directors institute
    - PD planning for 2024-2025 to include English language learners ("ELL") training for all staff
- Additional updates
    - Alice work for 2024-2025
    - Safety Care Restraint Training for selected staff on June 20/21
    - Fire drill completed on 5/16
- After school services
    - Partnering with the YMCA for after school services
        - YMCA offers competitive, flat fee, which makes for easy cash flow planning
    - YMCA remains interested in renting MCCPS space for the summer
- Recent events

- 6th, 7th, and 8th graders all spent time outside MCCPS last week for various trips and all had a wonderful time

IV. Miscellaneous Board Items

A. End of Year

- Upcoming events
  - Lindsey invited Board members to attend upcoming graduation happening 6/17
    - Board discussed potential nominations for community member awards (and associated gift for the winner) and Board member speech during the ceremony
  - Board sponsoring staff lunch for last early release day of the SY
    - Katie and KIm running point on this (buying lunch for approx. 37-40 people)

- Katie noted that the Board needs both new BOT and committee members for this coming year since several current members are rolling off
  - Nick noted that parents of incoming 4th graders are typically happy to volunteer
  - Emily Promise expected to join as treasurer
  - Stephanie noted that nights in which parents are in the building during the SY are great opportunities to get engagement
    - Each grade will have a parent dinner and MCCPS also has events planned for special education parents
    - Katie mentioned her interest in attending welcome events for incoming parents
  - Members also noted that building out committees first often allows Board to develop candidates for Board over time
- Board retreat
  - Scheduled for 6/15
  - WR to draft agenda to include 2 hours allotted for Board training
    - Jess to send sign up sheet for breakfast potluck
- Additional notes
  - Katie asked that Board members inform front office of upcoming meetings

V. Committee Updates

A. Finance Committee

- Monthly loss of $55k that will build to somewhere between $200-300k (total) for the year
  - Crucial to get enrollment back to minimum of 188 next year
  - At end of July, mortgage interest rate will be set for next 10 years

        - Rates just rose again (currently budgeted 5& uplift)

B. Governance Committee

- Didn't meet this month

C. Personnel Committee

- Met this month
    - John Steinberg pulled survey results from BoardOnTrack and sent to Katie Sullivan, who will be presenting findings to Board during next monthly meeting

D. Academic Excellence

- Didn't meet

E. Development & Communications

- No update

F. DEI Committee

- Did not meet due to lack of quorum
    - Objective of meeting was to sharpen survey re: DEI topics for eventual submission to parents
- Lindsay noted that Board's effectiveness re: inclusivity and diversity will be measured by DESE
    - Lindsay reviewed DEI lens through which Board is/should be operating and discussed DESE expectations

VI. Public Comment

A. Public Comment

- N/A

VII. Closing Items

A. Recap Action Items

- Jess to share sign up sheet for Board Retreat potluck
- Katie/Kim to run point on staff lunch
- Paul to request John Steinberg's attendance at graduation, purchase gift, and finish February meeting minutes

- Will to draft retreat agenda and investigate outstanding April, 2023 meeting minutes

B. Board Comments

- N/A

C. Adjourn Meeting

Katie Holt made a motion to adjourn tonight's Board of Trustees meeting.
Nick Santoro seconded the motion.
The board **VOTED** to approve the motion.

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

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