APPROVED

MCCPS Board of Trustees

Minutes

Board of Trustees Meeting

Date and Time
Tuesday October 22, 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, Ellen Lodgen (remote), Emily Promise (remote), Ian Hunt, James Lewis (remote), Jessica Xiarhos (remote), Katie Holt, Kimberly Nothnagel (remote), Lindsay Smith, Polly Titcomb (remote), Stephanie Brant

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 Oct 22, 2024 at 7:07 PM.

C. Public Comment

Eric is attending as a guest.

II. Board Action Items

A. New Board Member Nomination and Vote

Polly Titcomb made a motion to Vote on Eric Nagel to join the MCCPS as a full board member.
Lindsay Smith seconded the motion.
Eric shared his interest in joining the MCCPS board. Keen to share project management skills-set.
The board **VOTED** to approve the motion.

Roll Call

Ellen Lodgen	Absent
Polly Titcomb	Aye
James Lewis	Aye
Emily Promise	Absent
Ian Hunt	Aye
Lindsay Smith	Aye
Katie Holt	Aye
Stephanie Brant	Aye
Jessica Xiarhos	Absent
Kimberly Nothnagel	Absent
Carol McEnaney	Aye

B. Minutes to Approve: September

Katie Holt made a motion to approve the minutes from Board of Trustees Meeting on 09-24-24.
Carol McEnaney seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Lindsay Smith	Aye
Kimberly Nothnagel	Absent
Polly Titcomb	Abstain
Ellen Lodgen	Absent
Carol McEnaney	Aye
James Lewis	Aye
Emily Promise	Absent
Ian Hunt	Aye
Jessica Xiarhos	Absent
Katie Holt	Aye
Stephanie Brant	Aye

III. Head of School Report

A. October Report

HoS shared monthly updates. Key highlights:

- Enrollment is stable (192). Hired new instructional (5th grade) teacher. Additional 5th grade inclusion ongoing.
- Parent Square meetings are progressing. Roll out planned for early December.
- DESE Site Visit preparation ongoing. Three focus groups are planned - staff, leadership and board. HoS prepping staff and focus group participants.
- Admission opens November 1st. Engagement strategy being development (postcard, town banners, print articles, open houses etc). The board encouraged HoS to target Christmas Walks (Swmapscott).
- Busy schedule of community engagement activities planned for the fall (My Brothers Table Walk, Movie Nights etc). Bringing these back is a key priority for the school.
- Megan Upton is developing an off-boarding strategy to support 8th grade students preparing for next steps in their education. The board encouraged HoS to explore options to engage / help support parents.
- Sports update - teams excelling in their sports. The board congratulated staff and teachers.

B. HOS Goals: Review and Vote

Katie Holt made a motion to Approve proposed HoS professional development and student learning goals.
Carol McEnaney seconded the motion.
HoS shared two proposed draft goals:

- Professional
- Student Learning

A key element to the learning goals is to advance MCAS student scores. HoS and the board explored current MCAS scores and agreed on scope of both goals.
The board **VOTED** to approve the motion.

Roll Call

Emily Promise	Absent
Jessica Xiarhos	Absent
Carol McEnaney	Aye
Ian Hunt	Aye
Katie Holt	Aye
James Lewis	Aye
Polly Titcomb	Aye
Lindsay Smith	Aye

Roll Call	
Kimberly Nothnagel	Absent
Ellen Lodgen	Absent

IV. Board Annual Items

A. Upcoming Agenda Items

Board agreed to develop and maintain a strategic calendar. Jeff Lewis agreed to take the lead on this.

B. Board Goals

Katie Holt made a motion to Adopt proposed MCCP Board Goals.
Ian Hunt seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Kimberly Nothnagel	Absent
Katie Holt	Aye
Ellen Lodgen	Absent
Jessica Xiarhos	Absent
Lindsay Smith	Aye
James Lewis	Aye
Ian Hunt	Aye
Polly Titcomb	Aye
Emily Promise	Absent
Carol McEnaney	Aye

C. Board Self Assessment

The board discussed self assessment in advance of DESE site visit. Key topics to focus on:

- Technical and Procedural polices related to board health
- Open Meeting Law

Lyndsay shared input from the charter public shool association as a key tool to advance board health and operation.

V. Audit 2024

A. Vote: 2024 Audit Findings

Katie Holt made a motion to We, the Board of Trustees of MCCPS and Marblehead Charter Education Fund, Inc. or its designated committee or individual, have voted to accept the representations of management and the expression of the opinion made by Daniel Dennis & Company LLP as embodied in the combined financial statements and independent auditors' reports for the year ended June 30,2024. We also certify that the representations made by management and the disclosures in the combined financial statements are accurate and have been correctly and completely disclosed as required by accounting principles generally accepted in the United States of America and the Commonwealth of Massachusetts Charter School.
Lindsay Smith seconded the motion.
Katie Holt provided an update audit from Jeff and Emily who were absent at the Board Meeting. Audit due 10/31.
The board **VOTED** to approve the motion.

Roll Call	
Stephanie Brant	Aye
James Lewis	Aye
Jessica Xiarhos	Absent
Carol McEnaney	Aye
Kimberly Nothnagel	Absent
Lindsay Smith	Aye
Ellen Lodgen	Absent
Ian Hunt	Aye
Katie Holt	Aye
Polly Titcomb	Abstain
Emily Promise	Absent

VI. Committee Updates

A. Finance Committee

Did not discuss.

B. Governance Committee

Handbook prep ongonig.

C. Personnel Committee

Working with HoS on goal setting. Committee membership to be updated.

D. Academic Excellence

Team have not met.

E. Development & Communications

Committee to move to quarterly cadence with new sub-committees to be set-up to drive key events.

F. DEI Committee

First meeting of the year. New committee advanced several topics for further exploration.

VII. Public Comment

A. Public Comment

No public comment.

VIII. Closing Items

A. Recap Action Items

B. Board Comments

C. Adjourn Meeting

Katie Holt made a motion to Close meeting.
Ian Hunt seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Stephanie Brant	Aye
Jessica Xiarhos	Aye
Emily Promise	Aye
Kimberly Nothnagel	Aye
Lindsay Smith	Aye
James Lewis	Aye
Carol McEnaney	Aye
Katie Holt	Aye
Ellen Lodgen	Aye
Ian Hunt	Aye
Polly Titcomb	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,
Ian Hunt

Documents used during the meeting

- Resume 8-23.docx
- EGN Board LoI.pdf
- 0ctober 2024 Head of School Report (1).pdf
- Brant%20Professional%20Practice%20Goal%202024.pdf.pdf
- Brant%20Student%20Learning%20Goa%202024.pdf.pdf
- FY24-25 Board Assessment.pdf
- Screenshot 2024-10-18 at 3.17.59 PM.png
- Draft - Marblehead - FY24.pdf

Updated Student Learning Goal for HoS presented at meeting and attached to these minutes - see attachments