



# MCCPS Board of Trustees

## Minutes

### Board of Trustees Meeting

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#### Date and Time

Tuesday March 25, 2025 at 7:00 PM

#### Location

Hybrid Format:

- in person at MCCPS
- via Zoom at <https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09>

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#### Trustees Present

Carol McEnaney, Ellen Lodgen, Emily Promise (remote), Eric Neagle (remote), Katie Holt (remote), Kimberly Nothnagel, Lindsay Smith, Polly Titcomb (remote), Stephanie Brant

#### Trustees Absent

Ian Hunt, James Lewis

#### Guests Present

Jessica Xiarhos, Katie Sullivan

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#### 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 25, 2025 at 7:03 PM.

### C. Public Comment

- Katie Holt made a public comment as a parent. There is a plan in place to support the students for mandated and other services that he provided to MCCPS. Stephanie Brant has been working on finding a permanent sub and replacement for the upcoming school year
- Katie made another public comment about virtual meetings for MCCPS school board meetings. If this expires, we will need to meet in person.

## II. Presentation: Head of School Evaluation

### A. Presentation from Personnel Committee

- Katie Sullivan reviewed the timeline, reporting score card and process of the HoS summative evaluation in the attached presentation on tonight's meeting agenda.
- Question asked about the timeline. This is a May-June timeline to finish.
  - Board of Trustees needs to make a specific date that this process needs to be completed by.
- Surveys to be conducted soon
  - If you wear multiple hats, you will need to complete the survey for each separate role in which you are being surveyed.
  - If new board members join, it will be up to the Board of Trustees to determine if they have enough knowledge to contribute to taking these surveys.
    - It was determined that this would not be helpful exercise for new members joining this late in the year.

## III. Board Action Items: Approve Minutes

### A. December 2024

Lindsay Smith made a motion to approve the minutes from Board of Trustees Meeting on 12-03-24.

Kimberly Nothnagel seconded the motion.

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

#### Roll Call

Ian Hunt	Absent
Stephanie Brant	Aye
Carol McEnaney	Aye
James Lewis	Absent
Polly Titcomb	Aye
Katie Holt	Abstain

**Roll Call**

Ellen Lodgen	Aye
Lindsay Smith	Aye
Emily Promise	Abstain
Kimberly Nothnagel	Aye
Eric Neagle	Aye

**B. February 2025**

Katie Holt made a motion to approve the minutes from Board of Trustees Meeting on 02-25-25.

Lindsay Smith seconded the motion.

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

**Roll Call**

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

**IV. MCPSA**

**A. Advocacy Agenda Discussion and Adoption**

- This will be up to the Board of Trustees to vote to adopt here at MCCPS
  - Determined that the Board will research and will regroup as necessary and as appropriate.
  - TBD if this will be on the next Board of Trustee agenda

**V. Head of School Report**

**A. March 2025 Report**

- Current Enrollment Report
  - Current Enrollment is at 191 and will return to an enrollment of 192 next week. Going to 194 in May 25 after MCAS testing
    - Two additional students shadowing and will possibly join this school year.
  - DESE wait list report has been filed
    - There is a waitlist at each grade level

- anticipated 46 students in grade 4
  - It is anticipated we will be at an enrollment of 230 for the next school year
  - Offers that have been sent to prospective students are due on 4/1
  - Intent to return forms to be sent to current families on 4/1 and due 4/10
- Successful events were discussed and can be seen in the HoS report on the agenda.
- Development of the Strategic Plan and Accountability Plan has been held and further discussion & phases will be created and shared with the Board in July.
- 25-26 Leadership Structure
  - Hiring a position for a Director of Academic Programs and Accountability
    - This person will oversee the development of curriculum
  - School Leadership and Instructional Leadership will be separated for the next school year
    - Instructional Leadership: Math and Science departments will be separated and will have a separate Director of Teaching and Learning for Science
      - Claire Hunt will take on Science
      - Jess will continue to serve on Math
      - Molly will continue to Humanities
    - School Leadership team
      - This will be opened up for additional staff members to join
  - Stephanie can provide descriptions of these two teams to the BoT
    - These have been shared with the Staff

## **VI. Board Annual Items**

### **A. Upcoming Agenda Items**

- Surveys will be forth coming regarding the HoS Summative Evaluation

### **B. Board Retreat**

- Date has been saved for June 21st @ MCCPS
  - Details to follow

## **VII. Committee Updates**

### **A. Finance Committee**

### **B. Governance Committee**

- A meeting was held last night. Polly and Eric were present.

- Polly to follow-up with the prospective board candidate to reschedule an interview.
- The committee is in need of a new member to hold quorum
  - Kim N. will join us on these committee meetings

#### **C. Academic Excellence**

#### **D. Development & Communications**

- Fund a need was a success at exhibition night!
- May 10th Annual fundraiser - Talent Show
  - List of sponsors finalized
  - List of auction vendors selected
  - If you own or know someone who would like to sponsor MCCPS, Kim would like to know.

#### **E. DEI Committee**

- Meeting was postponed and the committee will meet tomorrow evening

#### **F. Personnel Committee**

meeting Thursday for the HOS eval.

### **VIII. Public Comment**

#### **A. Public Comment**

- As the BoT it is important to support our school leader!
- PTO to organize treats for Teacher Appreciation week.

### **IX. Closing Items**

#### **A. Recap Action Items**

- 100% BoT participation for the Talent show
- Surveys for HoS Summative Evaluation

#### **B. Board Comments**

#### **C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:25 PM.

Respectfully Submitted,

Eric Neagle