



MCCPS Board of Trustees

Personnel Committee Meeting

Amended on September 4, 2018 at 5:10 PM EDT

Date and Time

Monday September 10, 2018 at 7:00 PM EDT

Location

MCCPS, Room 8L

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Call the Meeting to Order		Artie Sullivan	2 m
B. Record Attendance and Guests		Katie Sullivan	1 m
C. Approve Minutes	Approve Minutes	Katie Sullivan	5 m
Approve minutes for Personnel Monthly Meeting on June 25, 2018			
II. Old Business			7:08 PM
Personnel Committee			
A. HOS Annual Review and Evaluation	Discuss	Artie Sullivan	10 m
2018-2019, assist HOS as needed			
B. SUCCESSION PLAN	Discuss	Artie Sullivan	30 m
CONTINUE DISCUSSIONS TO DEVELOP A SUCCESSION PLAN FOR THE POSITION OF HOS AND OTHER KEY MCCPS POSITIONS.			
C. POLICY REVIEW	Discuss	Artie Sullivan	30 m
CONTINUE DISCUSSIONS OF POLICY REVIEW AS PERTAIN TO SCOPE OF PERSONNEL COMMITTEE			

	Purpose	Presenter	Time
1. Links to Personnel Policies			
1. Marblehead - http://www.marbleheadschoools.org/mps-policy-manual			
1. Scroll down to section G - Personnel			
2. Salem Personnel - http://salemk12.org/pages/SPS_DistSchoolCom/SPS_Policy_Manual_Folder/4000_Personnel			

D. Committee Vice Chair	Vote	Artie Sullivan	5 m
The Board of Trustees has asked each Subcommittee to nominate a Vice Chair for the respective Subcommittee.			

E. Personnel Committee Membership	Discuss	Artie Sullivan	15 m
Review the committee membership needs of the Personnel Committee. Identify potential candidates for membership on the committee.			

III. New Business

IV. Action Items 8:38 PM

A. Review Action Items from Meeting	FYI	Katie Sullivan	5 m
Review Action Items from meeting, including who is responsible, item to be completed and time frame for status report or completion.			

B. Meeting Schedule	Discuss	Artie Sullivan	5 m
Look to schedule next few meetings on Committee.			

V. Closing Items 8:48 PM

A. Adjourn Meeting	Vote	Katie Hope	5 m
---------------------------	------	------------	-----