



# MCCPS Board of Trustees

## Personnel Committee Committee Meeting

Published on April 19, 2018 at 9:37 AM EDT

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### Date and Time

Monday April 23, 2018 at 7:00 PM EDT

### Location

MCCPS 17 Lime Street

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### Agenda

	Purpose	Presenter	Duration
<b>I. Opening Items</b>			
<b>A.</b> Call the Meeting to Order		Artie Sullivan	2 m
<b>B.</b> Record Attendance and Guests		Katie Sullivan	1 m
<b>C.</b> Approve Minutes	Approve Minutes	Katie Sullivan	5 m
Approve minutes for Personnel Committee Committee Meeting on April 4, 2018			
<b>II. Old Business</b>			
<b>A.</b> HOS Annual Review and Evaluation	Discuss	Artie Sullivan	30 m
Discuss HOS Evaluation in progress including Val-Ed and Board on Track survey results.			
<b>B.</b> SUCCESSION PLAN	Discuss	Artie Sullivan	10 m
CONTINUE DISCUSSIONS TO DEVELOP A SUCCESSION PLAN FOR THE POSITION OF HOS			
<b>C.</b> POLICY REVIEW	Discuss	Artie Sullivan	10 m
CONTINUE DISCUSSIONS OF POLICY REVIEW AS PERTAIN TO SCOPE OF PERSONNEL COMMITTEE			
1. Links to Personnel Policies			
1. Marblehead - <a href="http://www.marbleheadschoools.org/mps-policy-manual">http://www.marbleheadschoools.org/mps-policy-manual</a>			

1. Scroll down to section G - Personnel
2. Salem Personnel - [http://salemk12.org/pages/SPS\\_DistSchoolCom/SPS\\_Policy\\_Manual\\_Folder/4000\\_Personnel](http://salemk12.org/pages/SPS_DistSchoolCom/SPS_Policy_Manual_Folder/4000_Personnel)

### III. New Business

#### IV. Action Items

- A.** Review Action Items from Meeting      FYI      Katie Sullivan      5 m

Review Action Items form 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

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

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Personnel Committee Meeting on April 4, 2018

APPROVED



## MCCPS Board of Trustees

### Minutes

#### Personnel Committee Meeting

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**Date and Time**

Wednesday April 4, 2018 at 7:00 PM

**Location**

MCCPS, Room 8L

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**Committee Members Present**

Artie Sullivan, John Steinberg, Katie Sullivan, Nina Cullen-Hamzeh, Patricia Rietti

**Committee Members Absent**

Xhazzie Kindle

**Guests Present**

Jen Jewell

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**I. Opening Items****A. Call the Meeting to Order**

Artie Sullivan called a meeting of the Personnel Committee Committee of MCCPS Board of Trustees to order on Wednesday Apr 4, 2018 at 7:08 PM.

**B. Record Attendance and Guests****C. Approve Minutes**

Patricia Rietti made a motion to approve minutes from the Personnel Committee Meeting on 03-05-18 Personnel Committee Meeting on 03-05-18.

Artie Sullivan seconded the motion.

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

## **II. Old Business**

### **A. Alignment of HOS Goals 2017-2018**

This committee spent time going through the 22 indicators on the HOS End-of-Cycle Summative Report and selected 2 main ones for each of the HOS Goals 1, 2a.,2b.,3a.,3b that the Board can focus on and look for evidence in to support their ratings.

Goal 1: Indicator IV-A, II-B

Goal 2a: Indicator I-B, IV-D

Goal 2b: Indicator I-A, I-C

Goal 3a: Indicator I-E, II-A

Goal 3b: Indicator III-A, III-B

Indicators II-D, II-E, IV-E will also remain as permanent on the End-of-Cycle Summative Report.

### **B. HOS Annual Review**

Training was provided at the last Board meeting by Katie Sullivan. The Board members have now begun the process of reviewing evidence for the HOS Evaluation and await survey results and HOS presentation before completing their Summative Reports.

### **C. HOS Evaluation Tools**

Both the Val-Ed and Board on Track surveys were launched and will close on April 13th. Action item: John Steinberg will analyze the survey reports and prepare a brief presentation for the Board.

Nina is meeting with Danielle Fletcher on April 6th to work on the final drafts of the Parent and Teacher Satisfaction Surveys.

A timeline of dates was created for all of the steps remaining in the process in order to have everything completed and presented on May 29th Board Meeting.

### **D. SUCCESSION PLAN**

Tabled

### **E. POLICY REVIEW**

Tabled

### **III. Action Items**

#### **A. Review Action Items from Meeting**

#### **B. Meeting Schedule**

Next meeting: Monday, April 23, 2018

### **IV. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:44 PM.

Respectfully Submitted,  
Katie Sullivan