



MCCPS Board of Trustees

Personnel Monthly Meeting

Published on February 7, 2019 at 9:59 AM EST

Date and Time

Monday February 11, 2019 at 7:00 PM EST

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 January 14, 2019			
II. Old Business			7:08 PM
Personnel Committee			
A. POLICY REVIEW	Discuss	Artie Sullivan	
CONTINUE DISCUSSIONS OF POLICY REVIEW AS PERTAIN TO SCOPE OF PERSONNEL COMMITTEE			
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://saalemk12.org/pages/SPS_DistSchoolCom/SPS_Policy_Manual_Folder/4000_Personnel			
B. Personnel Committee Membership	Discuss	Artie Sullivan	

	Purpose	Presenter	Time
Review the committee membership needs of the Personnel Committee. Identify potential candidates for membership on the committee.			
C. Review Department of Elementary and Secondary Education - Proposed Rubric Department of Elementary and Secondary Education - Proposed Rubric	Discuss	Artie Sullivan	
III. New Business			7:08 PM
A. Head of School Search Update on Head of School Search Process	Discuss	Artie Sullivan	45 m
B. HOS Annual Evaluation Proposed an Evaluation for Acting Head of School	Discuss	Artie Sullivan	15 m
IV. Action Items			8:08 PM
A. Review Action Items from Meeting Review Action Items form meeting, including who is responsible, item to be completed and time frame for status report or completion.	FYI	Katie Sullivan	5 m
B. Meeting Schedule Look to schedule agenda items next few meetings on Committee.	Discuss	Artie Sullivan	5 m
V. Closing Items			8:18 PM
A. Adjourn Meeting	Vote	Artie Sullivan	5 m

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Personnel Monthly Meeting on January 14, 2019

APPROVED



MCCPS Board of Trustees

Minutes

Personnel Monthly Meeting

Date and Time

Monday January 14, 2019 at 7:00 PM

Location

MCCPS. ROOM 8L

Committee Members Present

Artie Sullivan, John Steinberg, Katie Sullivan, Patricia Rietti, Xhazzie Kindle

Committee Members Absent

None

Guests Present

Amy Leveroni, Jen Jewell, Rob Whitman ?, Tom Commeret

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 Monday Jan 14, 2019 at 7:02 PM.

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

Katie Sullivan made a motion to approve minutes from the Personnel Monthly Meeting on 12-10-18 Personnel Monthly Meeting on 12-10-18.

John Steinberg seconded the motion.

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

D. Approve Minutes

Katie Sullivan made a motion to approve minutes from the Personnel Committee Meeting on 12-17-18 Personnel Committee Meeting on 12-17-18.

Patricia Rietti seconded the motion.

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

II. Old Business

A. POLICY REVIEW

B. Personnel Committee Membership

C. Review Department of Elementary and Secondary Education - Proposed Rubric

D. Policy on DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST

Hiring process conflict between new/existing employee and a supervisor arises during or after the hiring process.

Artie read from the Board's legal counsel recommendation of the process through which Conflict of Interest should or should not be determined. This policy was attached to the agenda for this meeting.

Katie Sullivan made a motion made to approve and Xhazzie seconded the motion: If there is [Artie to send]

Motion passed unanimously.

III. New Business

A. Head of School Search

Artie sent a draft of the HOS Ad and this committee gave suggestions, edits, and made changes for approval by the Board. Some suggestions from the two parent input meetings held was discussed and incorporated in the advertisements, such as:

Understanding the Charter school experience

Financial acumen

ultimately responsible for financial viability

combining #1 & 2, 4 & 11, 8 & 12, putting more of 5 into the intro.

idea that there is support for the HOS and he/she is not on their own but is ultimately responsible

Embed the essential functions within the 3 ideals at the top

Remove #1-12 list and just put the Essential Function paragraph

This draft will be submitted to the Board at the Jan. 29, 2019.

Motion made by John Steinberg and Patricia Rietti seconded to submit the HOS Ad draft to the Board for final revisions. The ad will be posted on School Spring.

Discussion of composition of the HOS Search Committee. Proposed 2 Board members, 2 staff, 3 parents. A brief letter required of background and why you are interested serving on the committee.

IV. Action Items

A. Review Action Items from Meeting

B. Meeting Schedule

Next meeting date: Monday, Feb. 11, 2019

V. Closing Items

A. Adjourn Meeting

Katie Sullivan made a motion to adjourn the meeting.

Patricia Rietti seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:14 PM.

Respectfully Submitted,
Katie Sullivan