



MCCPS Board of Trustees

Monthly Personnel Committee Meeting

Amended on August 8, 2019 at 11:27 AM EDT

Date and Time

Monday August 12, 2019 at 7:00 PM EDT

Location

MCCPS, 17 Lime St

Agenda

	Purpose	Presenter	Time
I. Opening Items			07:00 PM
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 May 13, 2019			
II. Old Business			07:08 PM
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	
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	Discuss	Artie Sullivan	
Department of Elementary and Secondary Education - Proposed Rubric			
D. HOS Evaluation Policy and Procedures	Vote	Artie Sullivan	5 m
Review HOS Evaluation Policy and Procedures			

III. New Business			07:13 PM
A. Head of School Goals for SY 19-20	Discuss	Artie Sullivan	45 m
Head of School Goals for SY 19-20			
IV. Action Items			07:58 PM
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 agenda items next few meetings on Committee.			
V. Closing Items			08:08 PM
A. Adjourn Meeting	Vote	Artie Sullivan	5 m

Cover Sheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Personnel Monthly Meeting on May 13, 2019

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MCCPS

MCCPS Board of Trustees

Minutes

Personnel Monthly Meeting

Date and Time

Monday May 13, 2019 at 7:00 PM

Location

MCCPS. ROOM 8L

Committee Members Present

Artie Sullivan, John Steinberg, Patricia Rietti, Xhazzie Kindle

Committee Members Absent

Katie Sullivan

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 May 13, 2019 @ 7:14 PM at MCCPS. ROOM 8L.

B. Record Attendance and Guests

C. Approve Minutes

Artie Sullivan made a motion to approve minutes from the Personnel Monthly Meeting on 03-11-19.

Patricia Rietti seconded the motion.

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

D. approve minutes

Artie Sullivan made a motion to approve minutes from the Personnel Monthly Meeting on 02-11-19.

John Steinberg 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. HOS Evaluation Policy and Procedures

Review of Head of School Policy and Procedures

Khazzie Kindle made a motion to Send the Policy & Procedure to the Board.

John Steinberg seconded the motion.

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

E. Policy for Head of School Oversight Committee

REview of Head of School Oversight Committee

Patricia Rietti made a motion to Send the Policy & Procedure to the Board.

Khazzie Kindle seconded the motion.

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

III. Closing Items

A. Adjourn Meeting

Khazzie Kindle 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 9:00 PM.

Respectfully Submitted,
Artie Sullivan

Cover Sheet

Head of School Goals for SY 19-20

Section: III. New Business
Item: A. Head of School Goals for SY 19-20
Purpose: Discuss
Submitted by:
Related Material: Draft Copy of Head of School Goals - P. Cohen 2019.docx

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Head of School Goals

2019-2020

Original Draft - July 17, 2019

Goal 1: Effective Entry and Direction Setting. By early spring, the school will have broad agreement from key stakeholder groups about (a) the school's most critical needs, (b) the strategies and goals that will address them most effectively, and (c) the measures that will be used to assess progress.

Key Actions

1. By mid-August, present to the Board a written Entry Plan, including (a) types of evidence to be analyzed, (b) stakeholders to be interviewed, (c) methods for assessing instructional practice, and (d) methods for assessing school systems of support including financial management, human resources, and operations.
2. By December, complete and present a report of Entry Findings that (a) synthesizes evidence collected, (b) identifies strengths of the system and the most critical areas for improvement that require further inquiry, and (c) identifies next steps for study.
3. By March, propose key strategies to improve student learning and other school systems of support.
4. By April, collaborate with Board to identify three to five student learning and school improvement goals.
5. Secure stakeholder feedback about engagement, awareness, and commitment to the strategies and goals.
6. Improve Development and Fundraising efforts at the school.
7. Work with team to plan, execute, and capitalize on the 25th Anniversary event.

Goal 2: Maintain Momentum During the Transition. Keep the school moving forward during this year's transition in leadership by working with the Admin Team and other school leaders to ensure that meaningful progress is made on critical school goals.

Key Actions

1. Work with Admin Team to design and execute productive and inspirational opening week of professional development for teachers.
2. Begin observations of teachers in September leading to timely feedback, regular coaching, and professional development opportunities for improvement of instructional practices across the school.
3. Work with the Board to finalize the strategic plan and share with the community.
4. Develop a school improvement plan identifying areas for growth.
5. Work with the Board, Admin Team, and Faculty to develop a plan for retention of students and staff.

Goal 3: (Professional Practice) New Charter Public School Leader Program - MCPSA. Develop knowledge of the role of Head of School and skills in team building, community support,

budgeting, development, and instructional leadership by completing the first year of the New Leader Program led by the Massachusetts Charter Public School Association.

Key Actions

1. Attend six scheduled in-person training sessions.
2. Complete all webinars.
3. Consult with my assigned coach at least monthly.

Goal 4: Implement Plan for Effective Instructional Coaching and Teacher Evaluation. Work with evaluators toward calibration of evaluations and developing a coaching model that leads to improved instructional practices across the school

Key Actions

1. Monitor the frequency of Head of School visits to classrooms and review the quality of feedback to teachers.
2. Work with all evaluators on a shared approach and execution of the evaluation system.
3. Observe classrooms and share conclusions about the level of practice observed.