



MCCPS Board of Trustees

Monthly Personnel Committee Meeting

Published on October 30, 2019 at 9:03 AM EDT

Date and Time

Monday November 4, 2019 at 7:00 PM EST

Location

MCCPS, 17 Lime St

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 Monthly Personnel Committee Meeting on October 7, 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	
D. HOS Evaluation Policy and Procedures Review HOS Evaluation Policy and Procedures	Discuss	Artie Sullivan	15 m
Begin Preparing Presentation for BOT on Nov 19th			
III. New Business			7:23 PM
A. MCCPS Leadership Organization	Discuss	Peter Cohen	20 m
IV. Action Items			7:43 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 Look to schedule agenda items next few meetings on Committee.	Discuss	Artie Sullivan	5 m
V. Closing Items			7:53 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 Monthly Personnel Committee Meeting on October 7, 2019

DRAFT



MCCPS Board of Trustees

Minutes

Monthly Personnel Committee Meeting

Date and Time

Monday October 7, 2019 at 7:00 PM

Location

MCCPS, 17 Lime St

Committee Members Present

Artie Sullivan, John Steinberg, Katie Sullivan, Patricia Rietti

Committee Members Absent

Peter Cheney

Guests Present

Peter Cohen

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 Oct 7, 2019 at 7:08 PM.

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

Katie Sullivan made a motion to approve minutes from the Monthly Personnel Committee Meeting on 08-12-19 Monthly Personnel Committee Meeting on 08-12-19.

John Steinberg seconded the motion.

The committee **VOTED** 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

Discussion of End of Cycle Summative Evaluation Report document

This committee will match the indicators (numbers and letters) in the report document to the HOS goals.

Training of the Board members on this process will be Tuesday, Nov. 19th on this process. Katie Sullivan will conduct the training.

III. New Business

A. Head of School Goals for SY 19-20

The committee mapped the HOS Goals to Summative Evaluation Report document and noted which indicators pertain to which goals on the document.

IV. Action Items

A. Review Action Items from Meeting

B. Meeting Schedule

Next meeting date: Nov. 4, 2019 at 7:00 p.m.

V. Closing Items

A. Adjourn Meeting

Patricia Rietti made a motion to adjourn the meeting.

John Steinberg seconded the motion.

The committee **VOTED** 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 7:59 PM.

Respectfully Submitted,
Katie Sullivan