



# MCCPS Board of Trustees

## Monthly Personnel Committee Meeting

Published on June 4, 2020 at 7:33 AM EDT

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### Date and Time

Monday June 8, 2020 at 7:00 PM EDT

### Location

Artie Sullivan is inviting you to a scheduled Zoom meeting.

Topic: June Personnel Meeting

Time: Jun 8, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/3898394128?pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09>

Meeting ID: 389 839 4128

Password: MCCPS

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
Opening Items			
<b>A. Call the Meeting to Order</b>		Artie Sullivan	2 m
<b>B. Record Attendance and Guests</b>		Katie Sullivan	1 m
<b>C. Accept Remote Participation</b>	Vote	Artie Sullivan	2 m
In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. This committee makes a motion to accept this Executive Order for this meeting of the Personnel Committee, on June 8, 2020.			
<b>D. Approve Minutes</b>	Approve Minutes	Katie Sullivan	5 m
Approve minutes for Monthly Personnel Committee Meeting on May 11, 2020			
<b>II. Old Business</b>			<b>7:10 PM</b>
Personnel Committee			
<b>A. Review Head of School Year End Review &amp; Goals for SY20-21 Review, Val Ed, Board on Track, Satisfaction Survey</b>	Discuss	Artie Sullivan	30 m
<b>B. MCCPS Leadership Organization</b>	Discuss	Peter Cohen	20 m

**C. POLICY REVIEW** Discuss Artie Sullivan 5 m  
CONTINUE DISCUSSIONS OF POLICY REVIEW AS PERTAIN TO SCOPE OF PERSONNEL COMMITTEE

- 1. Links to Personnel Policies
  - 1. Marblehead - <https://www.marbleheadschoools.org/district/mps-policy-manual>
    - 1. Scroll down to section G - Personnel
  - 2. Salem Personnel - <https://www.salemk12.org/cms/One.aspx?portalId=268138&pageId=537199>

**D. Personnel Committee Membership** Discuss Artie Sullivan  
Review the committee membership needs of the Personnel Committee. Identify potential candidates for membership on the committee.

**III. New Business**

**IV. Action Items** 8:05 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.

**V. Closing Items** 8:10 PM

**A. Adjourn Meeting** Vote Artie Sullivan 5 m

# Cover Sheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** D. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Monthly Personnel Committee Meeting on May 11, 2020



## MCCPS Board of Trustees

### Minutes

#### Monthly Personnel Committee Meeting

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**Date and Time**

Monday May 11, 2020 at 7:00 PM

**Location**

Join Zoom Meeting

<https://us04web.zoom.us/j/4619253225?pwd=Qk91UUNzbU9CdGE1d21ETzVKc3A4UT09>

Meeting ID: 461 925 3225

Password: MCCPS

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**Committee Members Present**

Artie Sullivan, James Rogers, John Steinberg, Katie Sullivan, Peter Cheney, Peter Cohen

**Committee Members Absent**

*None*

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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 Monday May 11, 2020 @ 7:10 PM at

Join Zoom Meeting

<https://us04web.zoom.us/j/4619253225?pwd=Qk91UUNzbU9CdGE1d21ETzVKc3A4UT09>

Meeting ID: 461 925 3225

Password: MCCPS

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**B. Record Attendance and Guests****C. Accept Remote Participation**

Katie Sullivan made a motion to Accept Remote Participaton.

James Rogers seconded the motion.

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

**D. Approve Minutes**

James Rogers made a motion to approve the minutes from Monthly Personnel Committee Meeting on 04-13-20.

Artie Sullivan seconded the motion.

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

**II. Old Business**

**A. Review Head of School Year End Review**

Discussion of the previous Board Meeting presentation of the survey results by John Steinberg as well as Peter's HOS presentation of his progress toward his 2019-20 goals thus far. These both inform the Board's End of Year Summative Review. Peter will draft 2020-2021 goals to present to this committee for feedback prior to the Board retreat in June. The COVID-19 crisis presents a unique challenge in writing goals for the new school year with such uncertainty for the fall. Peter recognized John Steinberg for his excellent presentation of the survey data and his summation in such a clear and understandable format. Topics identified from surveys can be looked at and addressed for next year. The goal of Teacher Observation/Evaluation will continue to be a goal for next year but re-worded.

The survey percentages need to be higher overall and the Board participation should be 100%. However, John feels that we are still in good shape to move forward with enough data to inform the goals.

Artie is still collecting the HOS Summative Evaluation forms and is waiting for 3 remaining to be turned in. He will contact those individuals personally.

**B. MCCPS Leadership Organization**

**C. POLICY REVIEW**

**D. Personnel Committee Membership**

**III. Action Items**

**A. Review Action Items from Meeting**

Peter Cohen will draft his 2020-2021 HOS Goals.

Artie Sullivan will contact Board members for HOS Summative Evaluation documents.

**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 7:55 PM.

Respectfully Submitted,  
Katie Sullivan