



MCCPS Board of Trustees

Monthly Personnel Meeting

Published on August 6, 2020 at 12:54 PM EDT

Date and Time

Tuesday August 11, 2020 at 7:00 PM EDT

Location

Artie Sullivan is inviting you to a scheduled Zoom meeting.

Topic: personnel meeting

Time: 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 389 839 4128

Passcode: MCCPS

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. Accept Remote Participation	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 August 11, 2020.			
D. Approve Minutes	Approve Minutes	Katie Sullivan	5 m
Approve minutes for Monthly Personnel Meeting on July 21, 2020			
II. Old Business			7:10 PM
Personnel Committee			
A. Review Head of School Year End Review & Goals for SY20-21 Review, Val Ed, Board on Track, Satisfaction Survey	Discuss	Artie Sullivan	30 m
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. MCCPS Leadership Organization | Discuss | Peter Cohen | 20 m |
| D. 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>

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 |
|---------------------------|------|----------------|-----|

Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Personnel Meeting on July 21, 2020

APPROVED



MCCPS

MCCPS Board of Trustees

Minutes

Monthly Personnel Meeting

Date and Time

Tuesday July 21, 2020 at 7:00 PM

Location

ZOOM

Committee Members Present

Artie Sullivan (remote), James Rogers (remote), John Steinberg, Katie Sullivan, Peter Cheney (remote), Peter Cohen (remote)

Committee Members Absent

None

Committee Members who arrived after the meeting opened

John Steinberg, Katie Sullivan

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

Artie Sullivan called a meeting of the Personnel Committee of MCCPS Board of Trustees to order on Tuesday Jul 21, 2020 at 7:05 PM.

B. Record Attendance and Guests

Katie Sullivan arrived.

John Steinberg arrived.

C. Accept Remote Participation

James Rogers made a motion to 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 July 21, 2020. Motion Made.

Peter Cheney seconded the motion.

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

Roll Call

Peter Cheney Aye
Katie Sullivan Absent
Artie Sullivan Aye
James Rogers Aye
Peter Cohen Aye
John Steinberg Absent

D. Approve Minutes

James Rogers made a motion to approve the minutes from Monthly Personnel Committee Meeting on 06-08-20.

Peter Cheney seconded the motion.

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

Roll Call

Artie Sullivan Aye
Katie Sullivan Absent
James Rogers Aye
John Steinberg Absent
Peter Cohen Aye
Peter Cheney Aye

II. Old Business

A. Review Head of School Year End Review & Goals for SY20-21

Discussion of HOS Goals for SY 20-21

Initial Concepts

Adding measures and milestones

Identify single year, base year and multi year goals

B. Update Head of School Succession Plan

Katie Sullivan made a motion to Motion to accept update to Emergency Succession Plan for Head of School.

Peter Cheney seconded the motion.

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

Roll Call

John Steinberg Aye

Katie Sullivan Aye

Peter Cheney Aye

Artie Sullivan Aye

Peter Cohen Aye

James Rogers Aye

C. MCCPS Leadership Organization

D. POLICY REVIEW

E. Personnel Committee Membership

III. Closing Items

A. Adjourn Meeting

James Rogers made a motion to Motion to Adjourn.

Katie Sullivan seconded the motion.

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

Roll Call

Peter Cohen Aye

John Steinberg Aye

James Rogers Aye

Peter Cheney Aye

Katie Sullivan Aye

Artie Sullivan Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:53 PM.

Respectfully Submitted,

Artie Sullivan

Documents used during the meeting

- Head of School Goals - P. Cohen 2020 DRAFT.docx
- Emergency Succession Plan For MCCPS HOS.docx

Coversheet

Review Head of School Year End Review & Goals for SY20-21

Section: II. Old Business
Item: A. Review Head of School Year End Review & Goals for SY20-21
Purpose: Discuss
Submitted by:
Related Material: Head of School Goals - P. Cohen 2020 DRAFT.pdf

Head of School Goals

2020-2021

Goal 1: Leadership & Administrative Team Development*

Throughout FY21 (July 2020-June 2021) the Leadership and Admin Teams will work collaboratively to ensure that all leadership and administrative tasks are executed effectively and efficiently.

Key Actions:

1. By September 1, establish systems for effective teamwork. This will include: (a) Regular meeting schedule for both teams, (b) Meeting protocols that include advanced agenda input and sharing, (c) Established norms for meetings
2. By September 1, roles and responsibilities will be more clearly defined, including job descriptions that will be drafted and revised throughout the school year.
3. Develop systems for internal communications including a flow chart for the faculty & staff to know the first point of contact for any issue.

***Definitions:**

Leadership Team = Head of School, Principal, Director of Student Services

Administrative (Admin) Team = Leadership Team + Business Manager, Office Manager, Development Director, and Food Services Director.

Goal 2: Define Criteria for Excellence & Measures of Learning

By early fall, the Criteria for Excellence document will be drafted with input from each department. This work will be facilitated by the Academic Excellence Committee and the Principal with oversight by the Head of School.

Key Actions:

1. Throughout the school year, there will be coordination of the work of the Academic Excellence Committee with the instructional leaders in the school
2. Next steps will include the development of rubrics/assessments aligned with the Criteria for Excellence document.
3. Throughout the late summer we will train faculty, staff, parents, and students on the utilization of new technology platforms that will strengthen our remote learning instruction and lead to effective student portfolios, and student-led conferences.
4. By January 1, we will have an updated design plan for Exhibitions of student learning.

Goal 3: Communications & Marketing

During FY21 the school website will be redesigned and a new logo/branding will be completed. Additionally, as part of the recruitment process, mailings will go out to families across the sending districts in the area in advance of events such as open houses and the enrollment lottery. A robust social media presence will be in place.

Key Actions:

1. During the month of August, our internal communications team will work with a consultant to both rebrand (new logo) and upgrade our website that will become the hub of information it is intended to be for parents and interested community members.
2. By January 1 we will work with other marketing consultants to create and distribute marketing materials including postcards and flyers to potential families in an effort to strengthen our recruitment efforts.
3. By the end of May 2021 we will have a strategic plan for the use of social media in our school as a medium to promote and celebrate what we do at MCCPS

Goal 4: Effective Instructional Professional Development for Teachers - a multi-year goal

The Head of School and the Principal will work with consultants with experience in the Dutch system of “Leerkracht” (Teaching Force). This work will ground our efforts to improve teaching and learning by providing teachers with a system for giving and receiving feedback on lesson planning and implementation.

Key Actions:

1. Year One: Introduce, train, and initiate the Teaching Force protocols with a select group of teachers and teacher-leaders. This work will include the development of a schedule that prioritizes time for teachers to work collaboratively in support of one another for lesson design and eventually peer observations.
2. Year One: During the time of COVID-19 we will focus our attention on developing and training every teacher on effective delivery of instruction in a remote setting so that we can be fully prepared for effective teaching & learning in either a remote or in-person learning environment.
3. Year Two: Once we are fully back to in-person learning for all, we will develop a formal system for teachers to receive regular feedback from supervisors leading to both formative and summative evaluations.
4. Year Three: The integration of the peer feedback system (Teaching Force) and the more formal, evaluative feedback will be meshed together to create our fully realized system for providing educators with the information they need to continuously improve.

