



MCCPS Board of Trustees

Monthly Personnel Meeting

Published on April 8, 2021 at 4:30 PM EDT

Date and Time

Tuesday April 13, 2021 at 7:00 PM EDT

Location

Please note Different Zoom Link for this month's meeting

Join Zoom Meeting

<https://marbleheadcharter.zoom.us/j/85204151368?pwd=anB2NnRGbIBQMjRPQ3dJV2hDK3N1Zz09>

Meeting ID: 852 0415 1368

Passcode: 856553

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. Can we make a motion to accept this Executive Order for this meeting of the Personnel Committee, on April 13, 2021.			
D. Approve Minutes	Approve Minutes	Katie Sullivan	5 m
Approve minutes for Monthly Personnel Meeting on March 16, 2021			

	Purpose	Presenter	Time
II. Old Business			7:10 PM

Personnel Committee

- | | | | |
|--|---------|----------------|------|
| A. Feedback from HOS Annual Evaluation Process | Vote | Artie Sullivan | 30 m |
| B. Staffing Updates | Discuss | Peter Cohen | 15 m |
| C. Review MCCPS Personnel Handbook | Discuss | Peter Cohen | 30 m |
| D. Review of Student Parent Handbook | Discuss | Peter Cohen | 10 m |
| E. Personnel Committee Membership | Discuss | Artie Sullivan | |

Review the committee membership needs of the Personnel Committee. Identify potential candidates for membership on the committee.

- | | | | |
|------------------|---------|----------------|-----|
| F. 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	8:40 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	8:45 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 Meeting on March 16, 2021



MCCPS Board of Trustees

Minutes

Monthly Personnel Meeting

Date and Time

Tuesday March 16, 2021 at 7:00 PM

Location

Topic: Personnel Meeting

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

Join Zoom Meeting

[https://us02web.zoom.us/j/3898394128?](https://us02web.zoom.us/j/3898394128?pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09)

[pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09](https://us02web.zoom.us/j/3898394128?pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09)

Meeting ID: 389 839 4128

Passcode: MCCPS

Committee Members Present

Artie Sullivan (remote), James Rogers (remote), Katie Sullivan (remote), Peter Cheney (remote)

Committee Members Absent

John Steinberg

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 Mar 16, 2021 at 7:01 PM.

B. Record Attendance and Guests

C. Accept Remote Participation

peter cheny

James

Peter Cheney made a motion to accept remote participation in light of the ongoing COVID-19 Coronavirus outbreak, Gov. Baker issued an emergency order on

March 12, 2020 allowing public bodies greater flexibility in the use of technology in the conduct of meetings under the Open Meeting Law.

James Rogers seconded the motion.

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

D. Approve Minutes

Peter Cheney made a motion to approve the minutes from Monthly Personnel Meeting on 02-09-21.

James Rogers seconded the motion.

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

II. Old Business

A. Prepare Board Presentation for HOS Annual Evaluation

March 30th- Presentation Part 2 to the BOT on completing the Summative Evaluation

Peter Cohen has tied his four Goals to the Standards in the Evaluation document and Artie will connect each Standard & Indicator on the document for the Board members

Katie will type up a check list for the Board members of what they need to do to fully complete the Evaluation document.

Katie and Artie will present at the BOT meeting on March 30th.

Val-Ed and Board on Track Surveys to launch April 2-13th.

April 27th- HOS presentation & results of surveys to BOT with John Steinberg

May 15th- Evaluation documents from Board members will be due to Chair

May 25th- BOT meeting- Evaluation documents compiled by Chair and Vice Chair to be presented

June 1st- Final version presented to HOS

B. Staffing Updates

Peter Cohen has begun conversations about next year with staff to prepare for budgeting. There is some anticipated turnover and there will be some restructuring in some departments. There will also be a few new positions created.

C. Review MCCPS Personnel Handbook

Peter Cohen and James Rogers will work on the edits from last meeting and create a clean copy in advance of the June Board meeting for approval.

D. Review of Student Parent Handbook

Peter Cohen and James Rogers will work on the edits from last meeting and create a clean copy in advance of the June Board meeting for approval.

E. Personnel Committee Membership

No new members yet. Artie talked with Susan Hauck for help with recruiting. Once COVID restrictions are lifted, we hope there will be more interest in membership.

James will try to reach out to some 7th grade parents.

F. POLICY REVIEW

III. Action Items

A. Review Action Items from Meeting

Next meeting: Tuesday, April 13, 2021 @ 7:00 p.m.

IV. Closing Items

A. Adjourn Meeting

Katie Sullivan made a motion to adjourn the meeting.

Artie Sullivan 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 8:19 PM.

Respectfully Submitted,
Katie Sullivan