



MCCPS Board of Trustees

Personnel Committee Meeting

Published on September 14, 2021 at 7:09 PM EDT

Date and Time

Tuesday September 14, 2021 at 7:00 PM EDT

Location

ZOOM LINK <https://marbleheadcharter.zoom.us/j/85204151368?pwd=anB2NnRGblBQMjRPQ3dJV2hDK3N1Zz09>

17 Lime Street
Marblehead, Massachusetts
01945

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Call the Meeting to Order		James Rogers	2 m
B. Record Attendance and Guests		Katie Sullivan	1 m
C. Accept Remote Participation	Vote	James Rogers	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 August 24, 2021.			
D. Approve Minutes	Approve Minutes	Katie Sullivan	5 m
Approve minutes for Personnel Committee Meeting on August 24, 2021			
II. Old Business			7:10 PM

	Purpose	Presenter	Time
Personnel Committee			
A. Feedback - HOS Goals for SY-21-22	Discuss	Peter Cohen	30 m
B. Staffing Updates	Discuss	Peter Cohen	15 m
C. Review HR Knowledge Assessment	Discuss	Peter Cohen	15 m
D. Review of Staff & Student Parent Handbooks	Discuss	Peter Cohen	10 m
E. Personnel Committee Membership	Discuss	James Rogers	
Review the committee membership needs of the Personnel Committee. Identify potential candidates for membership on the committee.			
F. POLICY REVIEW	Discuss	James Rogers	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 8:25 PM

A. Review Action Items from Meeting	FYI	Katie Sullivan	5 m
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Review Action Items form meeting, including who is responsible, item to be completed and time frame for status report or completion.

V. Closing Items 8:30 PM

A. Adjourn Meeting	Vote	James Rogers	5 m
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Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Personnel Committee Meeting on August 24, 2021



MCCPS Board of Trustees

Minutes

Personnel Committee Meeting

Date and Time

Tuesday August 24, 2021 at 7:00 PM

Location

Zoom

Committee Members Present

Artie Sullivan (remote), John Steinberg (remote), Katie Sullivan (remote), Peter Cheney (remote)

Committee Members Absent

James Rogers, Sarah Westwood

Guests Present

Peter Cohen (remote)

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 Tuesday Aug 24, 2021 at 7:05 PM.

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

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.

D. Approve Minutes

Peter Cheney made a motion to approve the minutes from Monthly Personnel Meeting on 05-11-21.

Artie Sullivan seconded the motion.

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

II. Old Business

A. Feedback - HOS Goals for SY-21-22

1) Top priority: Effective Evaluation & Feedback of Teachers This is a multi-year goal from last year, and will be a greater focus with more opportunity with full in-person learning this year. Teaching Force will be imbedded into this goal. Matt and Andrea will also be helping to evaluate the teachers.

2) Criteria of Excellence: Portfolios Focus of work this year will be on getting skills assessed and self-assessments done and projects to be part of a portfolio within a standard system across all 5 grade levels. There will be increasing rigor across the grade levels.

3) Communication: Feedback from all surveys indicate that it is essential to establish and maintain more productive relationships with people and they need to be two-way. With almost a third of the staff being new, it is more important than ever.

B. Staffing Updates

16 new staff members participated in orientation yesterday, including a few from last spring.

Full enrollment has necessitated an inclusion specialist at each grade level

C. Review HR Knowledge Assessment

The HR firm HR Knowledge has conducted an audit of MCCPS's overall Human Resources over the course of this summer, reviewing all documents and asking many questions. They have identified areas of need included in a lengthy document with an executive summary. This was to assess the potential necessity of having a part-time HR person, given that the school has 50 employees at this stage. The salary that the school is able to offer may be prohibitive to finding someone, but they are continuing to work with Peter and Jeff Barry on the job description and taking care of a few recommended adjustments.

D.

Review of Staff & Student Parent Handbooks

HR Knowledge is taking a look at the Staff & Student Handbooks so we will circle back to this in a future meeting.

E. Personnel Committee Membership

F. POLICY REVIEW

III. New Business

A. HOS Surveys

We will be discussing adding the University of Kansas survey this year, or one like it that is more custom to the needs of MCCPS similar to what has been used in previous years. John will send information to members and we will begin discussing at the next meeting. John does not recommend we discontinue the use of Val-Ed or Board on Track yet, so that we may have some year to year consistent information for Peter.

IV. Action Items

A. Review Action Items from Meeting

November will be the month for conducting Part 1 of Board Training for HOS Evaluation.
Next meeting date: Tuesday, Sept. 14, 2021

V. 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

Documents used during the meeting

- Head of School Goals - P. Cohen 2021 DRAFT.pdf
- HR Assessment Synopsis for Marblehead Charter School July 2021 (2).pdf