



MCCPS Board of Trustees

Personnel Committee Meeting

Amended on August 24, 2021 at 6:54 PM EDT

Date and Time

Tuesday August 24, 2021 at 7:00 PM EDT

Location

Zoom

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
<p>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.</p>			
D. Approve Minutes	Approve Minutes	Katie Sullivan	5 m
<p>Approve minutes for Monthly Personnel Meeting on May 11, 2021</p>			
II. Old Business			7:10 PM
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

	Purpose	Presenter	Time
D. Review of Staff & Student Parent Handbooks	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 8:25 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 8:30 PM

A. Adjourn Meeting	Vote	Artie Sullivan	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 Monthly Personnel Meeting on May 11, 2021



MCCPS Board of Trustees

Minutes

Monthly Personnel Meeting

Date and Time

Tuesday May 11, 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?pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09>

Meeting ID: 389 839 4128

Passcode: MCCPS

Committee Members Present

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

Committee Members Absent

Artie Sullivan

I. Opening Items

A. Call the Meeting to Order

Katie Sullivan called a meeting of the Personnel Committee Committee of MCCPS Board of Trustees to order on Tuesday May 11, 2021 at 7:06 PM.

B. Record Attendance and Guests

C. Accept Remote Participation

Katie Sullivan made a motion to accept remote participation in light of the ongoing Coronavirus outbreak Covid-19 Emergency Gov. Baker issued an Executive 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

James Rogers made a motion to approve the minutes from Monthly Personnel Meeting on 04-13-21.

John Steinberg seconded the motion.

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

II. Old Business

A. Feedback from HOS Annual Evaluation Process

Artie is not present but will update at next meeting on how the HOS process went. The checklist was helpful, however the document needs to be revised because the order remains confusing. We may need to seek permission from DESE to change the document.

Surveys to be created/decided upon:

In-house Faculty Satisfaction survey to be given mid-year to inform Mid-cycle Review and to help with the "I don't know how to answer these" issues for the surveys at the end of the year. John will email this committee the Kansas Survey article and the example of the one we used in the past so we can begin to discuss how we'd like to create a new, custom Faculty HOS Satisfaction Survey.

B. Staffing Updates

Eileen Barrett-7th grade Humanities position

4th grade interviews ongoing and promising

School psychologist has been offered-waiting to hear

New paraprofessional, Brooke Williams, started last week

New Sp.Ed. teacher with certification with Severe Needs started last week as well

New Admin. assistant for the Front Desk starts next week

New Director of Student Life will move forward with Matt Coultouri

C.

Review MCCPS Personnel Handbook

D. Review of Student Parent Handbook

E. Personnel Committee Membership

F. POLICY REVIEW

III. Action Items

A. Review Action Items from Meeting

Next meeting date: Tuesday, June 8, 2021

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 8:03 PM.

Respectfully Submitted,

Katie Sullivan

Katie Sullivan made a motion to Adjourn the meeting.

James Rogers seconded the motion.

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

Documents used during the meeting

- Disciplinary Action Policy.docx

Coversheet

Feedback - HOS Goals for SY-21-22

Section: II. Old Business
Item: A. Feedback - HOS Goals for SY-21-22
Purpose: Discuss
Submitted by:
Related Material: Head of School Goals - P. Cohen 2021 DRAFT.pdf

Head of School Goals

2021-2022

Goal 1: Implement an Effective System for Observation, Feedback, and Evaluation of Teachers.

The Head of School 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. Simultaneously, a system for educators to receive feedback from supervisors will be implemented.

Key Actions:

1. 2021: Re-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 peer observations.
2. 2021-2022: Develop a formal system for teachers to receive regular feedback from supervisors leading to both formative and summative evaluations. The Principal, Director of Student Services, and Head of School will each be assigned members of the staff for whom they are the primary evaluator.
3. 2022: 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.

Measures:

Teacher satisfaction survey results will be utilized and compared to the previous year. We will use a pre and post survey to measure staff satisfaction and impact of feedback/evaluation protocols.

Every teacher will have established goals and a plan to achieve them by October 15, 2021

Primary evaluators will observe and provide feedback to every teacher by November 23.

Formative Evaluations will be completed by evaluators for every teacher by February 7 for educators in their first 3 years or any educator on an improvement plan.

Summative Evaluations will be completed for all teachers by the primary evaluator annually by June 1.

Goal 1: Implement an Effective System for Observation, Feedback, and Evaluation of Teachers.

Standards/Indicators:

IB - Instruction

ID - Evaluation

IIA - Environment

IVC - Communication

IVD - Continuous Learning

IVE - Shared Vision

Goal 2: Implement the Criteria for Excellence & Portfolio System

The Criteria for Excellence document is now complete. During the 2021-2022 school year teachers will integrate the skills across lessons/units of study and monitor progress of students. Students will also self-monitor or track their growth and progress toward acquiring these skills. This work will be facilitated by the Academic Excellence Committee and the Principal with oversight by the Head of School. Department Chairs will use the Criteria document as the primary area of accountability and focus for the work across grade levels.

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 fall we will train faculty, staff, parents, and students on the Criteria of Excellence and this will lead to effective student portfolios and student-led conferences.

Measures:

Student Portfolios will be developed at each grade level.

The Academic Excellence Committee and Department Chairs will design and implement a process for monitoring student progress.

Goal 2: Implement the Criteria for Excellence & Portfolio System

Standards/Indicators:

IA - Curriculum

IC - Assessment

IE - Data-Informed Decision Making

Goal 3: Communication

The Head of School will establish and maintain productive relationships with all employees.

Key Actions:

1. The Head of School will meet individually with each employee by September 30 to check in and learn more about one another.
2. The Head of School will meet individually with each employee during the months of February and March to both provide and receive feedback on job performance to date.
3. The Head of School will meet individually with each employee in May to review employment agreements and negotiate salary for the next year.
4. The Head of School will plan opportunities for team building activities periodically throughout the school year.

Measures:

Staff satisfaction surveys will be utilized to measure progress toward this goal.

Goal 3: Communication

Standards/Indicators:

IIB - Human Resources Management and Development

IVC - Communication

IVE - Shared Vision

Coversheet

Review HR Knowledge Assessment

Section: II. Old Business
Item: C. Review HR Knowledge Assessment
Purpose: Discuss
Submitted by:
Related Material: HR Assessment Synopsis for Marblehead Charter School July 2021 (2).pdf

HR Assessment Synopsis for Marblehead Community Charter Public School



We are a Hilb Group Company



HR Assessment Gap Analysis for Marblehead Community Charter Public School

About this Document

The HR Assessment involves taking an objective look at your organization's HR policies, procedures, and practices. This review can help to identify whether specific practice areas or processes are adequate, legal and effective. We have provided a comprehensive **Gap Analysis** on the HR areas reviewed and discussed, along with our professional opinion, and best practices. This report also includes links to resources found on HRK's [HR Resources Library](#), as well as other helpful government weblinks to ensure regulatory compliance. This document serves as a **Synopsis** in that it condenses the material and presents the essence of our findings.

Overall Summary of Findings

Areas Identified as Immediate Concern

These are the areas that put organizations at a higher risk for potential fines, penalties, and/or employee claims due to your current practices or lack thereof; immediate corrective action is recommended.

- **Payroll Compliance** - The Schools pays employees on a semi-monthly cycle. Because there are hourly employees on payroll the School is not in compliance with Massachusetts pay frequency laws and violate these rules in two ways: by 1) paying less frequently than biweekly, and 2) by failing to pay within six days of the end of the pay period.
- **Employee Handbook** - The current handbook was published in 2020, and we conducted a cursory review and recommend it be strengthened in several areas for the 2021-2022 school year. Our detailed review is outlined in the Gap Analysis.
- **Workplace Postings** - The School shared pictures of the posters currently hung up and it appears that certain employment rights are not posted.

Areas Identified as Opportunity for Improvement

These are areas of less urgent nature, but they are areas we recommend some improvement, optimization and/or efficiencies; best practice guidance has been provided.

- **Recruitment and Selection** - Recommend improvement related to tracking job applicant data. Consider an electronic signature platform, like DocuSign or eSignature for offer letters.
- **Employment Offers** - We reviewed 4 employment offer letters, (admin, hourly, inclusion and teacher) and made recommendations which are outlined in the Gap Analysis.

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HR Assessment Gap Analysis for Marblehead Community Charter Public School

- **New Hire Onboarding** - The School may benefit from having a formal onboarding checklist. We recommend the School explore Pay Entry and its employee portal functionality. This would cut down on the paperwork provided to new hires and returning teachers.
- **Job Descriptions** - Recommended that job descriptions could use some refreshing and consider having employees sign their job description upon hire.
- **Independent Contractors** - The School is aware of the rules surrounding independent contractors. There are few contractors that still provide their services surrounding education and curriculum consulting. W-9s and agreements are kept on file, and the School is aware that this may be a potential area of exposure.
- **Performance Management** - Recommend tightening up documentation process when it comes to managing performance and conduct.
- **Leave Management** - Recommend revising the current paid maternity leave benefit for employees after 5 years of service to provide an equal amount of parental leave to all new parents.
- **Paid Time Off** - Consider automating the time off request process through payroll system. Recommend clarifying the terms and conditions for earning and using sick, personal, vacation and holidays are not clearly outlined in the handbook.
- **Title IX Compliance** - Recommend updating the Title IX Coordinator since Nina is no longer employed at the school.
- **Sexual Harassment Prevention** – Recommend including a policy in current handbook.
- **Separation Process** – Ensure you issue the state's required unemployment notice to separating employees.

Areas Identified as No Further Action

These are areas that the organization is compliant in and/or is implementing best practice. No Further Action rating is also applied if the organization does not need to comply with those outlined requirements based on your size, location or industry.

- **Renewals**
- **Form I-9s**
- **Employee Files**
- **Conflict of Interest Training**

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