



# MCCPS Board of Trustees

## Personnel Committee Meeting

Published on January 5, 2022 at 12:47 PM EST

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### Date and Time

Monday January 10, 2022 at 7:00 PM EST

### Location

Personnel Committee Meetings

Join Zoom Meeting

<https://zoom.us/j/91462514433?pwd=RVA4VnBHeWo2TE4vTW1DTzRKd3Jhdz09>

Meeting ID: 914 6251 4433

Passcode: MCCPSper

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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. Can we make a motion to accept this Executive Order for this meeting of the Personnel Committee, on January 10, 2022.			
<b>D. Approve Minutes</b>	Approve Minutes	Katie Sullivan	5 m
Approve minutes for Personnel Committee Meeting on December 14, 2021			

	Purpose	Presenter	Time
<b>II. Old Business</b>			<b>7:10 PM</b>
Personnel Committee			
<b>A.</b> Discussion of internal survey instrument	Discuss	John Steinberg	20 m
<b>B.</b> Personnel Committee Membership & Schedule	Discuss	Artie Sullivan	2 m
Review the committee membership needs of the Personnel Committee. Identify potential candidates for membership on the committee and the upcoming schedule.			
<b>C.</b> 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 - <a href="https://www.marbleheadschoools.org/district/mps-policy-manual">https://www.marbleheadschoools.org/district/mps-policy-manual</a>			
1. Scroll down to section G - Personnel			
2. Salem Personnel - <a href="https://www.salemk12.org/cms/One.aspx?portalId=268138&amp;pageId=537199">https://www.salemk12.org/cms/One.aspx?portalId=268138&amp;pageId=537199</a>			
<b>III. New Business</b>			<b>7:37 PM</b>
<b>A.</b> Discussion of Faculty Tenure Program	Discuss	Artie Sullivan	10 m
From discussion ad Dec-21 Board meeting			
<b>B.</b> Discussion of Salary Comparison	Discuss	Artie Sullivan	10 m
from Dec-21 Board meeting			
<b>IV. Action Items</b>			<b>7:57 PM</b>
<b>A.</b> 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.			
<b>V. Closing Items</b>			<b>8:02 PM</b>
<b>A.</b> 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 Personnel Committee Meeting on December 14, 2021



## MCCPS Board of Trustees

### Minutes

#### Personnel Committee Meeting

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##### **Date and Time**

Tuesday December 14, 2021 at 7:00 PM

##### **Location**

Personnel Committee Meetings

Join Zoom Meeting

<https://zoom.us/j/91462514433?pwd=RVA4VnBHeWo2TE4vTW1DTzRKd3Jhdz09>

Meeting ID: 914 6251 4433

Passcode: MCCPSper

17 Lime Street

Marblehead, Massachusetts

01945

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##### **Committee Members Present**

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

##### **Committee Members Absent**

Jen Stoddard, Peter Cheney

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#### **I. Opening Items**

**A. Call the Meeting to Order**

**B. Record Attendance and Guests**

**C.**

### **Accept Remote Participation**

Katie Sullivan made a motion to accept this Executive Order for this meeting of the Personnel Committee, on December 14, 2021 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.

Artie Sullivan seconded the motion.

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

### **D. Approve Minutes**

John Steinberg made a motion to approve the minutes from Personnel Committee Meeting on 10-12-21.

Artie Sullivan seconded the motion.

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

## **II. Old Business**

### **A. Consideration of adding an internal survey instrument**

James Rogers facilitated a discussion with the faculty about statements they would like to see on an internal HOS survey to be created by the Personnel committee and he shared statements used on a survey from 2012 as examples. Attached is the feedback provided by the faculty. There remains some need for clarity on who does what in the Administrative roles i.e. the HOS vs. the Principal vs. the Sp.Ed. coordinator. Peter's intention is to then use this custom HOS survey as a model for a survey for the Principal and the Sp. Ed. coordinator.

There will be a 7 point scale with neutral in the middle and statements of "strongly agree", "somewhat agree", etc. There will be no more than 30 statements and no comments to ensure anonymity. Comments are a part of the Board on Track survey. There will be two kinds of questions: about the HOS and about the feelings in the building. This survey is intended to get at the feeling in the building that the HOS is responsible for and neither of the other two surveys do that.

Katie and John will work together on a draft and present it to the Personnel committee on January 11th and then at the Board meeting in February.

This committee discussed the faculty suggested statements at length.

For survey administration, John can use a survey tool out of UMASS Boston and he and Artie will coordinate on the collection and results.

### **B. Personnel Committee Membership**

### **C. POLICY REVIEW**

### **III. New Business**

#### **A. Review of Title IX Forms**

Document attached from the lawyers. The flowchart will include the MCCPS specific roles as follows:

Title IX coordinator- Director of Student Services or School Counselor

Investigator-School Counselor

Informal resolution facilitator-Director of Student Services

If formal complaint:

Decision maker-Head of School or Principal

Appeals officer-Head of School

### **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 8:15 PM.

Respectfully Submitted,  
Katie Sullivan

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### **Documents used during the meeting**

- Feedback for Head of School Internal Survey Questions.pdf
- Marblehead Charter Title IX Forms 11.18.21.pdf