



# MCCPS Board of Trustees

## Personnel Committee Meeting

Amended on March 9, 2022 at 5:55 PM EST

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### Date and Time

Monday March 14, 2022 at 7:00 PM EDT

### 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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### 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 March 14, 2022.			
<b>D. Approve Minutes</b>	Approve Minutes	Katie Sullivan	5 m
Approve minutes for Personnel Committee Meeting on February 7, 2022			

	Purpose	Presenter	Time
E. Approve Jan-22 Minutes	Approve Minutes	Artie Sullivan	3 m
F. Approve minutes, Dec-21	Approve Minutes	artie sullivan	3 m

**II. Old Business**

**7:16 PM**

Personnel Committee

A. Discussion of internal survey instrument	Discuss	John Steinberg	20 m
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.

C. POLICY REVIEW	Discuss	Artie Sullivan	5 m
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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**

**7:43 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**

**7:48 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 Personnel Committee Meeting on February 7, 2022



## MCCPS Board of Trustees

### Minutes

#### Personnel Committee Meeting

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**Date and Time**

Monday February 7, 2022 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

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**Committee Members Present**

Artie Sullivan (remote), Jen Stoddard (remote), Katie Sullivan (remote), Peter Cheney (remote), Peter Cohen (remote)

**Committee Members Absent**

John Steinberg

**Guests Present**

Molly Wright (remote), William Rockwell (remote)

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**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 Monday Feb 7, 2022 at 7:01 PM.

### **B. Record Attendance and Guests**

### **C. Accept Remote Participation**

Katie Sullivan 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. Can we make a motion to accept this Executive Order for this meeting of the Personnel Committee, on February 7, 2022.

Peter Cheney seconded the motion.

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

### **D. Approve Minutes**

Vote postponed to next meeting

## **II. Old Business**

### **A. Discussion of internal survey instrument**

Committee reviewed draft document of survey statements that John Steinberg shared.

Edits made:

Use either HOS or Head of School to be consistent

Add three separate statements: grade level, department level, school level

33 statements with rating scales

The faculty will be doing 3 surveys and this one will be coming out first.

Peter Cohen will send along the edits on the draft of the survey statements and ask John to do a second draft before we send it to the BoT.

### **B. Discussion of Salary Comparison**

Peter and Artie presented the four sending district wages comparison chart of teachers with Bachelor's degrees averages and Master's degrees averages, then compared to a second MCCPS salary document from FY '20 '21 '22. (See attached charts.) Peter explained the attempts over the last two years to bring compensations up to be competitive with nearby districts. This information will be shared with FinCom and then presented to the BoT at the next meeting, as was requested.

### **C. Discussion of Faculty Tenure Program**

Peter Cohen reached out to some other Charter Schools and those that have tenure also have unions. Most schools give out one year employment agreements and MCCPS in the past has given 2 year agreements instead.

**D. Personnel Committee Membership & Schedule**

**E. POLICY REVIEW**

**III. Action Items**

**A. Review Action Items from Meeting**

Next meeting date: March 14, 2020

**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 8:11 PM.

Respectfully Submitted,  
Katie Sullivan

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**Documents used during the meeting**

- 2022 MCCPS teacher satisfaction survey.docx
- District Payscales, FY22.pdf
- Salary Study FY20-FY22.pdf

# Coversheet

## Approve Jan-22 Minutes

**Section:** I. Opening Items  
**Item:** E. Approve Jan-22 Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Personnel Committee Meeting on January 10, 2022



# MCCPS Board of Trustees

## Minutes

### Personnel Committee Meeting

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#### Date and Time

Monday January 10, 2022 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

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#### Committee Members Present

Artie Sullivan (remote), Jen Stoddard (remote), Katie Sullivan (remote), Peter Cheney (remote)

#### Committee Members Absent

John Steinberg

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### 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 Monday Jan 10, 2022 at 7:04 PM.

#### B.



## **Record Attendance and Guests**

### **C. Accept Remote Participation**

Katie Sullivan 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. to accept this Executive Order for this meeting of the Personnel Committee, on January 10, 2022.

Peter Cheney seconded the motion.

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

### **D. Approve Minutes**

Postponed to next meeting since John was not here and other members were not at last meeting to approve minutes.

## **II. Old Business**

### **A. Discussion of internal survey instrument**

Postponed to next meeting since John was not here to present.

### **B. Personnel Committee Membership & Schedule**

Personnel meeting day will change to second Monday of each month.

Parents are needed to join this committee. With fewer events on campus, meeting parents is less likely but Artie, Peter and others will try to recruit.

### **C. POLICY REVIEW**

## **III. New Business**

### **A. Discussion of Faculty Tenure Program**

At the last Board meeting there was discussion of the possibility of Faculty Tenure which arose from the discussion of the HOS contract renewal, as a way to help with teacher retention and a feeling of security. It conveys respect as well; tenured teachers have fewer evaluations; it sends a message to the teacher that their Admin. knows they can do this job. Peter asked members what our experience was with tenure in previous schools. Research needs to be gathered from other charter and area public schools. This committee is tasked with that.

Looking for: Advantages to Admin vs. Faculty. Should there be more criteria than "3 years and a day?" i.e presentation at a conference.

6A:11-6.2 Streamline Tenure: Charter Schools Administrative Code requires 5 consecutive years of effective employment

Peter Cohen will send an email out to the Charter School leadership to inquire what they do.

#### **B. Discussion of Salary Comparison**

Similar to Faculty Tenure question, the Board asked for 10 year comparison of "step and sequences" of sending districts and Charter schools.

#### **IV. Action Items**

##### **A. Review Action Items from Meeting**

Next meeting: Monday, Feb. 7, 2022

#### **V. Closing Items**

##### **A. Adjourn Meeting**

Peter Cheney made a motion to adjourn.

Katie 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 9:00 PM.

Respectfully Submitted,  
Katie Sullivan

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

*None*

# Coversheet

## Approve minutes, Dec-21

**Section:** I. Opening Items  
**Item:** F. Approve minutes, Dec-21  
**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

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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

# Coversheet

## Discussion of internal survey instrument

**Section:** II. Old Business  
**Item:** A. Discussion of internal survey instrument  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** REVISED 2.7.222022\_MCCPS\_teacher\_satisfaction\_survey.docx

## 2022 MCCPS teacher satisfaction survey potential questions

### Scale

Strongly agree	7
Agree	6
Agree somewhat	5
Neutral	4
Disagree somewhat	3
Disagree	2
Strongly disagree	1

### Statements from previous surveys

I am comfortable offering constructive feedback and providing input to the Head of School.  
The Head of School provides useful and effective feedback about my performance.  
The Head of School works to build a positive work environment for the faculty and staff.  
Teachers are empowered to make decisions that affect the school, when appropriate.  
The teachers are empowered to make decisions that affect the classroom, when appropriate.  
When I have concerns, the Head of School listens to me and is helpful in addressing the problem.  
I trust the Head of School to deal with me fairly.  
The Head of School develops a culture in which faculty/staff is reflective about their practice.  
I have sufficient access to the Head of School.  
Collaboration is important to the Head of School.  
I can count on the Head of School to support me if I want to try something new.  
The Head of School treats me with respect and dignity.  
The Head of School supports innovative approaches to instruction.  
The Head of School assures that plans for the safety and needs of the students are developed and executed.  
I believe in the goals and objectives of this school.

### New questions based on teacher feedback

The Head of School is dependable and predictable in word and action  
The Head of School treats teachers as leaders  
The Head of School has honest discussions with me about contract renewal and the MCCPS pay scale.  
The Head of School supports me when there are parental/student concerns.

### Other questions from University of Kansas survey than we might ask

Working conditions in this school are good.  
The workload is adequately balanced among the faculty members of this school.  
I am satisfied with the amount of work I am expected to do.  
The social contact between students and faculty is friendly.  
Faculty members are friendly to one another.



I am currently involved in making decisions at the grade level that affect my teaching.  
I am currently involved in making decisions at the department level that affect my teaching.  
I am currently involved in making decisions at the school level that affect my teaching.

I am able to make all of the important decisions about how and what I teach.  
I have control over the teaching method I use and the curriculum I teach.

I have input into the decisions that affect me directly in this school.  
I generally get excellent ideas from fellow staff members.

#### Other questions

There is effective communication during crisis.  
Crises at the school are due to unforeseeable events, not poor planning.