

APPROVED



**MCCPS**

## MCCPS Board of Trustees

### Minutes

#### Personnel Committee Meeting

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

Tuesday September 6, 2016 at 7:00 PM

##### **Location**

MCCPS

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

John Steinberg, John Stickevers, Katie Sullivan, Nina Cullen-Hamzeh, Patricia Rietti

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

Audra Lyn Barrie

##### **Guests Present**

Patricia Hazelton

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

##### **A. Record Attendance and Guests**

Patricia Hazelton will be finished with her term tonight. Birgitta Damon will also resign as of this year. Audra Barrie may be seeking membership on another committee. This committee's membership is going from six members to four so recruitment should be a priority.

##### **B. Call the Meeting to Order**

John Stickevers called a meeting of the Personnel Committee Committee of MCCPS Board of Trustees to order on Tuesday Sep 6, 2016 at 7:15 PM.

### **C. Approve Minutes**

The previous two meetings of May 31, 2016 and June 7, 2016 were cancelled due to lack of quorum. The minutes of the last meeting are from April 12, 2016 and those were voted on tonight.

John Steinberg made a motion to approve minutes of April 12, 2016.

Patricia Rietti seconded the motion.

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

## **II. Renewal Process**

### **A. Recommendations**

The Board would like the Personnel Committee to make recommendations on a formalized Renewal process. This committee recommends the following:

#### **Timeline:**

September Document acquisition and review

October Discussion and Q and A

November Final discussion and vote

December notification

#### **Focus toward:**

1. Academic Success
2. Organizational Viability
3. Faithfulness to Charter

#### **Document Management:**

One file should be created in Board on Track that all Board members can access which holds all pertinent documents. This will allow new Board members to review documents prior to their membership. The Board need only look at 2014-2015 and 2015-2016 information. The third year of Nina's three year term is this current year which will not have been completed until 2017.

Nina will be glad to answer questions from the Board members after they have had a chance to review all documents.

#### **What evidence pieces should be looked at?**

- 2 years of Board Evaluation documents which include the HOS Goals documents
- \*Mary McCrae's summative document
- \*Patricia Hazelton's summative document

- 3 years of Val-Ed surveys
- 1 Board on Track Survey (new this past year)
- Google sites created by Nina which provides evidence of performance

**Other:**

The Board may want to use Val-Ed one last time as part of this renewal process. It can be done quickly prior to the November meeting.

The Board should send a memo to stakeholders listing the upcoming board meeting dates, a brief outline of the renewal process for the fall, and invitation to participate. The fall board meetings should have public comment time provided for anyone who wishes to have input in this renewal process (parents, teachers.)

**III. 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 9:00 PM.

Respectfully Submitted,  
Katie Sullivan

Next meeting: Tuesday, October 4, 2016 at 7:00 p.m.