



## MCCPS Board of Trustees

### Minutes

#### Personnel Committee Meeting

---

**Date and Time**

Thursday October 12, 2017 at 7:00 PM

**Location**

MCCPS, 8th Grade Classroom

---

**Committee Members Present**

Bill Bowden, John Steinberg, Katie Sullivan, Nina Cullen-Hamzeh, Xhazzie Kindle

**Committee Members Absent**

Patricia Rietti

**Guests Present**

Paula Poss

---

**I. Opening Items****A. Record Attendance and Guests**

Paula Poss is stepping down from Governance and would like to join this committee.

Motion made by Katie Sullivan and seconded by Xhazzie Kindle to nominate Paula to the Personnel Committee. Motion unanimously approved.

**B. Call the Meeting to Order**

Bill Bowden called a meeting of the Personnel Committee Committee of MCCPS Board of Trustees to order on Thursday Oct 12, 2017 at 7:11 PM.

### **C. Approve Minutes**

Katie Sullivan made a motion to approve minutes from the Personnel Committee Meeting on 09-13-17 Personnel Committee Meeting on 09-13-17.

Bill Bowden seconded the motion.

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

Katie Sullivan made a motion to approve minutes from the Personnel Committee Meeting on 09-13-17 Personnel Committee Meeting on 09-13-17.

Khazzie Kindle seconded the motion.

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

## **II. Personnel Committee**

### **A. HOS Goals**

Discussion of the HOS revisions made to the goals as suggested by the Board at the previous Board meeting. Conversations about retention and suggestions for survey items were given. The committee agrees with the changes.

### **B. Review the Procedures for the HOS Evaluation**

Discussion of the voluminous job of completing the HOS Evaluation Document during the cycle and how we are always behind on the timeline. This committee will need to spend the December meeting helping the HOS get ready for the January Board Meeting. Nina will share the presentations she's made in the past to discuss suggestions for better ways to present the Mid-cycle Review.

Action item: Katie will find and include Mid-cycle Review Form in the HOS Evaluation Policy and Procedures document.

Action item: Katie will look into organizing documents in Board On Track for Personnel so they are easier to find.

### **C. Personnel Committee Job Description**

Action item: Members will read the Personnel Committee Job Description and come back to the next meeting with comments.

## **III. Closing Items**

### **A. Adjourn Meeting**

John Steinberg made a motion to adjourn the meeting.

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 8:43 PM.

Respectfully Submitted,  
Katie Sullivan