

APPROVED



**MCCPS**

## MCCPS Board of Trustees

### Minutes

#### Personnel Committee - Monthly Meeting

---

**Date and Time**

Tuesday November 14, 2017 at 7:00 PM

**Location**

MCCPS, 8th Grade Classroom

---

**Committee Members Present**

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

**Committee Members Absent**

Patricia Rietti

---

#### I. Opening Items

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

Bill Bowden called a meeting of the Personnel Committee Committee of MCCPS Board of Trustees to order on Tuesday Nov 14, 2017 at 7:03 PM.

**C. Approve Minutes**

John Steinberg made a motion to approve minutes of October 12, 2017.

Katie Sullivan seconded the motion.

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

## II. Personnel Committee

### A. Request of the BOT, the committee needs to establish a Goal to present to the Board in December

Khazzie did some research on Personnel Committees from other charter schools, both in and out of state. Unlike in other states, Mass. Law states that the HOS only does the hiring and firing of staff.

Many confuse the Personnel Committee here with a Personnel Dept. or HR Department.

During renewal years, the Personnel Committee gets a little more involved in a more HR type role.

Goals of Personnel Committee:

Assist the HOS in easily measurable goals creation

Supporting the HOS with items that she brings to the committee for guidance

Streamlining the HOS Evaluation process by highlighting what is important. i.e. one item from each of the four main categories

(We need agreement on the process with the Board.) and Maintaining the Evaluation process timeline

Does the Board want surveys to be the prevue of the Board?

What surveys should be administered? As per HOS contract it says only these below:

VAL-Ed Leadership Survey

Board on Track survey

In-house Parent and Faculty Satisfaction

### B. Personnel Committee Job Description

The job description for the Personnel Committee is close to Section 6 of the by-laws.

Under Section 7, part (b) is not part of the Personnel committee perview and committee recommends that at the next by-law review it should be removed.

Board on Track calls it the "CEO Support and Evaluation Committee."

Name change recommended: Personnel Committee now to be known as the HOS Support and Evaluation Committee

Action item: Katie will tweak the Board on Track Job Description into a paragraph for MCCPS to be voted on at next meeting.

**C. HOS Evaluation Process**

In discussion about streamlining the current 40+ HOS Evaluation markers the committee recommends cutting the volume down to the most important items. Nina will backfit the already approved HOS Goals into the 4 Main Areas in the HOS Evaluation Rubric and focus in on as many of the elements in the rubric that her goals pertain to. The committee will then look at any missing elements that are important enough to also consider next month.

**III. Closing Items**

**A. Adjourn Meeting**

Next meeting date: Dec. 7, 2017

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:25 PM.

Respectfully Submitted,  
Katie Sullivan