



MCCPS Board of Trustees

Minutes

Personnel Committee Meeting

Date and Time

Thursday January 11, 2018 at 7:00 PM

Location

MCCPS, 8L

Committee Members Present

John Steinberg, Katie Hope, Nina Cullen-Hamzeh, Patricia Rietti, Paula Poss, Xhazzie Kindle

Committee Members Absent

Katie Sullivan

I. Opening Items**A. Call the Meeting to Order**

Katie Hope called a meeting of the Personnel Committee Committee of MCCPS Board of Trustees to order on Thursday Jan 11, 2018 at 7:10 PM.

B. Record Attendance and Guests**C. Approve Minutes**

Katie Hope made a motion to approve minutes from the Personnel Committee - Monthly Meeting on 11-14-17 Personnel Committee - Monthly Meeting on 11-14-17.

Patricia Rietti seconded the motion.

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

II. Personnel Committee

A. HOS Evaluation Process

The HOS presented evidence relative to her goals for 2017-18. The committee asked clarifying questions and made recommendation. Most areas were found to be on target for meeting expectations by the spring.

A study of student data was considered as a complement to the attrition study. Dr. Steinberg and Mrs. Cullen-Hamzeh will consider student data relative to attrition trends and will report finding to the committee ASAP.

B. PC Job Description

The committee discussed the draft job description. The Charter By-laws and a resource from the Board on Track were referenced.

Katie Hope made a motion to change the name of the committee from the "Personnel Committee" to "Head of School Support & Evaluation Committee."

Xhazzie Kindle seconded the motion.

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

Katie Hope made a motion to recommend that the Board of Trustees approve a change to the Charter Bylaws that removes Section 7 part (b) which states: "The duties of the Personnel Committee shall include ...(b) Review and propose recommendations for amendments to policies as they pertain to legal issues relating to employees, employee benefits, employee relations and recruitment," because this has not been a function of the committee.

Paula Poss seconded the motion.

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

Katie Hope made a motion to approve the job description as amended. The following is the recommended job description for the committee: The primary responsibility of the HOS Support and Evaluation Committee is to develop and implement a year-round process to strengthen the board's support, evaluation, and partnership with the school's Head. The committee's responsibilities include: 1. Develop an annual timeline to support and evaluate the HOS, and have this timeline approved by the full board. 2. Annually review and revise as necessary the HOS's job description. 3. Establish a process for the HOS to develop, share, and receive board approval of a set of annual organizational goals. 4. In partnership with the HOS, establish a clear and consistent way for the HOS to report to the full board regularly on progress towards the board-approved annual goals. 5. Annually implement a survey and conduct two structured check-ins between the full board and the HOS. It is anticipated that these will occur in November and March and will involve the HOS completing a self-evaluation and surveying the full board. 6. Annually implement a comprehensive HOS evaluation that includes a HOS self- evaluation, input from the full board, and anonymous input from the HOS's direct reports. 7. Create specific, measurable, board-level goals for the committee for the year as part of the full

board planning process. 8. Report to the board of trustees at regular meetings of the board in a manner determined by the board. 9. Annually evaluate its work as a committee and the objectives it has committed itself to, and report on the same to the board of trustees.

John Steinberg seconded the motion.

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

C. PC Goals

The committee agreed on the goal of revising the Head of School Evaluation Process.

The intention is to make the process valuable but less burdensome for the board and the HOS.

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 8:10 PM.

Respectfully Submitted,
Nina Cullen-Hamzeh