

APPROVED



MCCPS

MCCPS Board of Trustees

Minutes

Personnel Committee Meeting

Date and Time

Monday March 5, 2018 at 7:00 PM

Location

MCCPS, Room 8L

Committee Members Present

Artie Sullivan, Katie Sullivan, Nina Cullen-Hamzeh, Patricia Rietti, Xhazzie Kindle

Committee Members Absent

John Steinberg, Paula Poss

Guests Present

Jen Jewell, Karl Smith, Paul Baker

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 Mar 5, 2018 at 7:03 PM.

B. Record Attendance and Guests

Paula Poss has submitted her resignation from the Personnel Committee.

C. Approve Minutes

Khazzie Kindle made a motion to approve minutes Personnel Committee Meeting on 02-08-18.

Katie Sullivan seconded the motion.

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

II. Old Business

A. Progress of HOS Goals 2017-2018

Ms. Cullen-Hamzeh distributed the draft of her progress update on her HOS Goals as of Jan. 29, 2018. She submitted this to the Board of Trustees, but had not yet received feedback. The Board has tasked this committee with providing her Mid-cycle Review feedback. Nina went through the progress, answered the committee's questions, and the committee offered suggestions for more evidence to support.

Action item: Mid-cycle Review forms will be completed by Personnel Committee members and turned in to Artie Sullivan by the end of the week. He will compile them and make a report to the Board.

B. HOS Annual Review

The Board requests a training on how to conduct a HOS Evaluation.

Action item: Katie will prepare and conduct a training on the HOS Evaluation Process at the March 27, 2018 Board Meeting for all Board members.

Agenda item: This committee will go through the entire HOS Evaluation Rubric and select items to align with the HOS Goals, which will then be used in this year's HOS Evaluation Process.

C. SUCCESSION PLAN

Committee members read both documents provided by Karl Smith and had a brief discussion. Karl will be meeting with some key people after the FinCom meeting this week to begin talking about the lists of things that need to be known should someone "win the lottery."

Further discussion has been tabled to the next meeting.

D. POLICY REVIEW

Salem and Marblehead Personnel Policies were provided by Artie Sullivan prior to this meeting and the members have read them. Having run out of time, this agenda item was tabled to the next meeting.

III. Action Items

A. Review Action Items from Meeting

Action items are listed above.

B. Meeting Schedule

Next meeting date: Monday, April 2, 2018

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 9:03 PM.

Respectfully Submitted,
Katie Sullivan