

APPROVED



**MCCPS**

## MCCPS Board of Trustees

### Minutes

#### Personnel Committee Meeting

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**Date and Time**

Monday September 10, 2018 at 7:00 PM

**Location**

MCCPS, Room 8L

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**Committee Members Present**

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

**Committee Members Absent**

John Steinberg

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**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 Sep 10, 2018 at 7:10 PM.

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

Artie Sullivan made a motion to approve minutes from the Personnel Monthly Meeting on 06-25-18 Personnel Monthly Meeting on 06-25-18.

Katie Sullivan seconded the motion.

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

## **II. Old Business**

### **A. HOS Annual Review and Evaluation**

Nina presented this committee with a draft of her HOS Goals for 2018-2019 to read and discuss. Committee members asked questions, made comments and recommendations. Nina will present this draft to the BOT at the next meeting for approval.

The DESE has revised their Evaluation Process (in draft form as of now) so this committee will look at the new document to determine if and how MCCPS will revise our Evaluation documents.

Action item: Artie will email committee members the new DESE proposed rubric to review for discussion of how we would like to deal with any changes. This will be discussed at the next Personnel Committee meeting.

### **B. SUCCESSION PLAN**

Artie sent out a draft to this committee via email for review. We need to decide on the areas marked in grey including:

- 1) Succession of personnel to fill HOS role in an emergency: Bill Sullivan will be next in line as acting HOS. If he is unable to serve, is on sabbatical, or leaves for some reason then the back up position would be Matt Cronin (pending certification). The Board would then determine next steps for an interim position or search.
- 2) Compensation: An acting HOS may receive a temporary salary increase to be decided by the Board of Trustees.
- 3) Supervision of acting HOS: the Chair of the Board and one other Board member will use the HOS Task checklists to ensure everything is being done.
- 4) Notifications of Emergency Succession: The acting HOS and the BOT will notify proper authorities including the DESE, Town and Government offices, Board of Health, Superintendent, Town Manager, Park and Recreation. There will be pre-approved emails written for notification to faculty and parents of Emergency Succession Plan and announcing an Emergency Board meeting within 48 hours.

Khazzie Kindle moved and Patricia Rietti seconded a motion to present this draft Succession Plan to the Board of Trustees at the next meeting.

Motion passed unanimously.

### **C. POLICY REVIEW**

Artie would like this committee to review the Personnel policies to submit to the Board.

### **D. Committee Vice Chair**

Katie Sullivan made a motion to nominate Patricia Rietti as vice chair of the Personnel Committee.

Khazzie Kindle seconded the motion.

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

#### **E. Personnel Committee Membership**

This committee needs more members. On Sept. 27th from 7:00-8:30 p.m. will be a Parent Reception Navigator Night for parents to learn more about all the different committees at MCCPS. Please attend if possible.

### **III. Action Items**

#### **A. Review Action Items from Meeting**

#### **B. Meeting Schedule**

Next meeting date: Monday, October 1, 2018

November meeting date will be Nov. 5, 2018.

All subsequent meetings will be the second Monday of each month.

### **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 9:00 PM.

Respectfully Submitted,

Katie Sullivan

Patricia Rietti made a motion to adjourn the meeting.

Khazzie Kindle seconded the motion.

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