

APPROVED



**MCCPS**

## MCCPS Board of Trustees

### Minutes

#### Personnel Monthly Meeting

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**Date and Time**

Monday December 10, 2018 at 7:00 PM

**Location**

MCCPS. ROOM 8L

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**Committee Members Present**

John Steinberg, Katie Sullivan, Patricia Rietti, Xhazzie Kindle

**Committee Members Absent**

Artie Sullivan, Nina Cullen-Hamzeh

**Guests Present**

Bill Sullivan, Ellen Lodgen, Ian Hunt, Lori Sherf

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**I. Opening Items**

**A. Call the Meeting to Order**

Patricia Rietti called a meeting of the Personnel Committee Committee of MCCPS Board of Trustees to order on Monday Dec 10, 2018 at 7:02 PM.

**B. Record Attendance and Guests**

**C. Approve Minutes**

Patricia Rietti made a motion to approve minutes from the Personnel Monthly Meeting on 11-05-18 Personnel Monthly Meeting on 11-05-18.

Xhazzie Kindle seconded the motion.

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

## II. New Business

### A. Head of School Search

Katie Sullivan began by detailing some of the steps of the HOS Search process from 2007-2011 and shared documents from that time that may be informative including: 3 search firms' timelines, ad posting, communications of process to community, tasks and step delineated in archived emails.

Discussion of prioritizing tasks included:

- Board needs to decide if hiring a search firm is feasible. Cost range in 2011 was \$15-25,000.

- Board needs to decide who will serve on Search committee.

- Ad to be written and posted on schoolspring.com by January

- Email for receiving applications needs to be set up

- Current HOS Job description needs to be reviewed and perhaps modified. (Board needs to decide on HOS model as is or bifurcated.)

- Faculty and community input needs to be gathered.

- Charter School office needs to be called for resources and advice.

- Timeline/benchmarks need to be set up to include ad run in January and interviews in Feb., etc.- 3 month process in order to get candidates.

It is vital for Board to frequently provide community with process updates.

**Dec. 19th** (Weds.) meeting 8-9 a.m. is on calendar and can be used for soliciting parent input.

**Jan. 3rd** (Thurs.) meeting 7-8 p.m. for the same purpose offering an evening option for parents.

Also to include mail address provided for anyone who cannot attend either meeting to send thoughts to [HOSsearch@marbleheadcharter.com](mailto:HOSsearch@marbleheadcharter.com)

Personnel will meet again next Monday, Dec. 17th in preparation to present update at Board meeting on Tues., Dec. 18th.

#### ***Action items:***

Artie Sullivan will collect search firms and meeting with Salem Public Schools Superintendent.

Artie will contact Charter School office.

Katie Sullivan will call Dr. Argenziano for advice and potential connections.

Katie will refine information from past search and put it in a file in Board on Track.

Katie will find out salary range of other Charter school Heads similar to MCCPS.

Patricia Rietti will ensure Katherine adds Parent input meetings and email to MCCPS Highlights.

Bill Sullivan will ensure Matt Cronin sets up the charter mail account.

Ellen Lodgen & Bill Sullivan will ensure Faculty & staff input is gathered this week during Department meetings.

### III. Action Items

#### A. Review Action Items from Meeting

#### B. Meeting Schedule

*Next meeting date:* Monday, Dec. 17th at 7 p.m. at MCCPS

### IV. Closing Items

#### A. Adjourn Meeting

Xhazzie Kindle made a motion to adjourn the meeting.

Patricia Rietti seconded the motion.

The committee **VOTED** unanimously 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 9:05 PM.

Respectfully Submitted,  
Katie Sullivan