

APPROVED



**MCCPS**

## MCCPS Board of Trustees

### Minutes

#### Personnel Monthly Meeting

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**Date and Time**

Monday January 14, 2019 at 7:00 PM

**Location**

MCCPS. ROOM 8L

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**Committee Members Present**

Artie Sullivan, John Steinberg, Katie Sullivan, Patricia Rietti, Xhazzie Kindle

**Committee Members Absent**

*None*

**Guests Present**

Amy Leveroni, Jen Jewell, Rob Whitman ?, Tom Commeret

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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 Jan 14, 2019 at 7:02 PM.

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

Katie Sullivan made a motion to approve minutes from the Personnel Monthly Meeting on 12-10-18 Personnel Monthly Meeting on 12-10-18.

John Steinberg seconded the motion.

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

**D. Approve Minutes**

Katie Sullivan made a motion to approve minutes from the Personnel Committee Committee Meeting on 12-17-18 Personnel Committee Meeting on 12-17-18.

Patricia Rietti seconded the motion.

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

**II. Old Business**

**A. POLICY REVIEW**

**B. Personnel Committee Membership**

**C. Review Department of Elementary and Secondary Education - Proposed Rubric**

**D. Policy on DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST**

Hiring process conflict between new/existing employee and a supervisor arises during or after the hiring process.

Artie read from the Board's legal counsel recommendation of the process through which Conflict of Interest should or should not be determined. This policy was attached to the agenda for this meeting.

Katie Sullivan made a motion made to approve and Xhazzie seconded the motion: If there is [Artie to send]

Motion passed unanimously.

**III. New Business**

**A. Head of School Search**

Artie sent a draft of the HOS Ad and this committee gave suggestions, edits, and made changes for approval by the Board. Some suggestions from the two parent input meetings held was discussed and incorporated in the advertisements, such as:

Understanding the Charter school experience

Financial acumen

ultimately responsible for financial viability

combining #1 & 2, 4 & 11, 8 & 12, putting more of 5 into the intro.

idea that there is support for the HOS and he/she is not on their own but is ultimately responsible

Embed the essential functions within the 3 ideals at the top

Remove #1-12 list and just put the Essential Function paragraph

This draft will be submitted to the Board at the Jan. 29, 2019.

Motion made by John Steinberg and Patricia Rietti seconded to submit the HOS Ad draft to the Board for final revisions. The ad will be posted on School Spring.

Discussion of composition of the HOS Search Committee. Proposed 2 Board members, 2 staff, 3 parents. A brief letter required of background and why you are interested serving on the committee.

#### IV. Action Items

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

##### B. Meeting Schedule

Next meeting date: Monday, Feb. 11, 2019

#### V. Closing Items

##### A. Adjourn Meeting

Katie Sullivan 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 9:14 PM.

Respectfully Submitted,

Katie Sullivan