

APPROVED



## MCCPS Board of Trustees

### Minutes

#### Monthly Personnel Meeting

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##### **Date and Time**

Tuesday May 11, 2021 at 7:00 PM

##### **Location**

Topic: Personnel Meeting

Time: 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/3898394128?pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09>

Meeting ID: 389 839 4128

Passcode: MCCPS

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##### **Committee Members Present**

James Rogers (remote), John Steinberg (remote), Katie Sullivan (remote), Peter Cheney (remote)

##### **Committee Members Absent**

Artie Sullivan

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#### **I. Opening Items**

##### **A. Call the Meeting to Order**

Katie Sullivan called a meeting of the Personnel Committee Committee of MCCPS Board of Trustees to order on Tuesday May 11, 2021 at 7:06 PM.

##### **B. Record Attendance and Guests**

### **C. Accept Remote Participation**

Katie Sullivan made a motion to accept remote participation in light of the ongoing Coronavirus outbreak Covid-19 Emergency Gov. Baker issued an Executive Order on March 12, 2020 allowing public bodies greater flexibility in the use of technology in the conduct of meetings under the Open Meeting Law.

James Rogers seconded the motion.

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

### **D. Approve Minutes**

James Rogers made a motion to approve the minutes from Monthly Personnel Meeting on 04-13-21.

John Steinberg seconded the motion.

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

## **II. Old Business**

### **A. Feedback from HOS Annual Evaluation Process**

Artie is not present but will update at next meeting on how the HOS process went. The checklist was helpful, however the document needs to be revised because the order remains confusing. We may need to seek permission from DESE to change the document.

Surveys to be created/decided upon:

In-house Faculty Satisfaction survey to be given mid-year to inform Mid-cycle Review and to help with the "I don't know how to answer these" issues for the surveys at the end of the year. John will email this committee the Kansas Survey article and the example of the one we used in the past so we can begin to discuss how we'd like to create a new, custom Faculty HOS Satisfaction Survey.

### **B. Staffing Updates**

Eileen Barrett-7th grade Humanities position

4th grade interviews ongoing and promising

School psychologist has been offered-waiting to hear

New paraprofessional, Brooke Williams, started last week

New Sp.Ed. teacher with certification with Severe Needs started last week as well

New Admin. assistant for the Front Desk starts next week

New Director of Student Life will move forward with Matt Coultouri

### **C.**

## **Review MCCPS Personnel Handbook**

### **D. Review of Student Parent Handbook**

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

### **F. POLICY REVIEW**

## **III. Action Items**

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

Next meeting date: Tuesday, June 8, 2021

## **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 8:03 PM.

Respectfully Submitted,

Katie Sullivan

Katie Sullivan made a motion to Adjourn the meeting.

James Rogers seconded the motion.

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

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## **Documents used during the meeting**

- Disciplinary Action Policy.docx