

APPROVED



## MCCPS Board of Trustees

### Minutes

#### Personnel Committee Meeting

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

Tuesday September 14, 2021 at 7:00 PM

##### **Location**

ZOOM LINK <https://marbleheadcharter.zoom.us/j/85204151368?pwd=anB2NnRGblBQMjRPQ3dJV2hDK3N1Zz09>

17 Lime Street  
Marblehead, Massachusetts  
01945

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

Artie Sullivan (remote), John Steinberg (remote), Katie Sullivan (remote), Peter Cheney (remote)

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

James Rogers, Jen Stoddard

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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 Tuesday Sep 14, 2021 at 7:11 PM.

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

##### **C.**

### **Accept Remote Participation**

Katie Sullivan made a motion to In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. Can we make a motion to accept this Executive Order for this meeting of the Personnel Committee, on August 24, 2021.

John Steinberg seconded the motion.

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

### **D. Approve Minutes**

John Steinberg made a motion to approve the minutes from Personnel Committee Meeting on 08-24-21.

Artie Sullivan seconded the motion.

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

## **II. Old Business**

### **A. Feedback - HOS Goals for SY-21-22**

The Board approved the HOS Goals.

### **B. Staffing Updates**

No new staffing updates.

### **C. Review HR Knowledge Assessment**

There has been no additional meeting yet with the HR Knowledge company but they will be working on feedback on the Handbooks.

### **D. Review of Staff & Student Parent Handbooks**

HR Knowledge will be providing feedback on these in the near future.

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

Sarah Westwood will not be joining the committee but Jenn Stoddard will join this committee as a faculty member.

Peter will promote it at the upcoming Curriculum Night.

### **F. POLICY REVIEW**

## **III. New Business**

### **A. HOS Evaluation Training-Part 1 will be in November**

We will discuss this Nov. 30, 2021 presentation to the Board at the next meeting.

**B. New HOS Survey**

John shared several documents from what we used for our original "in house" survey in 2011-2012 including the survey questions (statements), results, and reports. The committee discussed them and we will read through the information, give it some thought, and discuss them further (Ideally, by the January meeting.)

**IV. Action Items**

**A. Review Action Items from Meeting**

Next meeting: Oct. 12, 2021

**V. 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 7:50 PM.

Respectfully Submitted,  
Katie Sullivan

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**Documents used during the meeting**

*None*