

APPROVED



MCCPS Board of Trustees

Minutes

Personnel Committee Meeting

Date and Time

Tuesday October 12, 2021 at 7:00 PM

Location

ZOOM LINK [https://marbleheadcharter.zoom.us/j/85204151368?
pwd=anB2NnRGbIBQMjRPQ3dJV2hDK3N1Zz09](https://marbleheadcharter.zoom.us/j/85204151368?pwd=anB2NnRGbIBQMjRPQ3dJV2hDK3N1Zz09)

17 Lime Street
Marblehead, Massachusetts
01945

Committee Members Present

Artie Sullivan (remote), James Rogers (remote), Jen Stoddard (remote), Katie Sullivan (remote),
Peter Cheney (remote)

Committee Members Absent

John Steinberg

Guests Present

Peter Cohen (remote)

I. Opening Items

A. Call the Meeting to Order

James Rogers called a meeting of the Personnel Committee Committee of MCCPS Board of Trustees to order on Tuesday Oct 12, 2021 at 7:05 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, accept this Executive Order for this meeting of the Personnel Committee, on October 12, 2021.

Artie Sullivan seconded the motion.

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

D. Approve Minutes

Artie Sullivan made a motion to approve the minutes from Personnel Committee Meeting on 09-14-21.

Katie Sullivan seconded the motion.

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

Roll Call

Katie Sullivan Aye

Artie Sullivan Aye

John Steinberg Absent

Jen Stoddard Abstain

James Rogers Abstain

Peter Cheney Aye

II. Old Business

A. Personnel Committee Membership

Jen has a conflict on Tuesday evenings so we need to look for another Faculty member. Jen will also look for 4th grade parents that might be good candidates.

B. POLICY REVIEW

Peter has a call on Thursday with the HR firm to discuss the remaining policies.

III. New Business - Discussion of Internal Survey

A. Consideration of adding an internal survey instrument

John Steinberg shared numerous documents that the committee members reviewed last month.

Thoughts to consider:

Number of statements, ease of completion, clarity of wording
How faculty/staff sees the role of the HOS and also the roles of the principal and Special Ed. Director
Comparison of Val-Ed vs. Board on Track side by side to see what might be missing to add to this newly created one
Peter will involve the Faculty in the process of providing input on what the statements could be on the survey during an upcoming PD.
We will need to decide on the format for administration and security. (ex. Survey Monkey)

B. Preparation for Presentation to the Board

Katie will prepare and present Part 1 of the presentation on how to conduct the HOS Evaluation to the Board at the November meeting. Artie will create the new Mid-year Cycle Form for this January.

IV. Action Items

A. Review Action Items from Meeting

Peter, James and Jen will gather survey statement suggestions at PD meeting.
Katie will prepare and conduct Board presentation.
Artie to create updated Mid-year Cycle Review form.

V. Closing Items

A. Adjourn Meeting

Next meeting date: Tues., Nov. 9, 2021
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:56 PM.

Respectfully Submitted,
Katie Sullivan

Documents used during the meeting

- Scoring.doc
- Form1.docx
- Ebmeier_2003.pdf
- Empirical Linkages.pdf