

APPROVED



## MCCPS Board of Trustees

### Minutes

#### Personnel Committee Meeting

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

Tuesday October 12, 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), James Rogers (remote), Jen Stoddard (remote), Katie Sullivan (remote), Peter Cheney (remote)

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

John Steinberg

##### **Guests Present**

Peter Cohen (remote)

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#### **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**

John Steinberg Absent  
Jen Stoddard Abstain  
Artie Sullivan Aye  
Katie Sullivan Aye  
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

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### **Documents used during the meeting**

- Scoring.doc
- Form1.docx
- Ebmeier\_2003.pdf
- Empirical Linkages.pdf