

APPROVED



MCCPS Board of Trustees

Minutes

Personnel Committee Meeting

Date and Time

Tuesday December 14, 2021 at 7:00 PM

Location

Personnel Committee Meetings

Join Zoom Meeting

<https://zoom.us/j/91462514433?pwd=RVA4VnBHeWo2TE4vTW1DTzRKd3Jhdz09>

Meeting ID: 914 6251 4433

Passcode: MCCPSper

17 Lime Street

Marblehead, Massachusetts

01945

Committee Members Present

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

Committee Members Absent

Jen Stoddard, Peter Cheney

I. Opening Items

A. Call the Meeting to Order

B. Record Attendance and Guests

C.

Accept Remote Participation

Katie Sullivan made a motion to accept this Executive Order for this meeting of the Personnel Committee, on December 14, 2021 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.

Artie Sullivan 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 10-12-21.

Artie Sullivan seconded the motion.

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

II. Old Business

A. Consideration of adding an internal survey instrument

James Rogers facilitated a discussion with the faculty about statements they would like to see on an internal HOS survey to be created by the Personnel committee and he shared statements used on a survey from 2012 as examples. Attached is the feedback provided by the faculty. There remains some need for clarity on who does what in the Administrative roles i.e. the HOS vs. the Principal vs. the Sp.Ed. coordinator. Peter's intention is to then use this custom HOS survey as a model for a survey for the Principal and the Sp. Ed. coordinator.

There will be a 7 point scale with neutral in the middle and statements of "strongly agree", "somewhat agree", etc. There will be no more than 30 statements and no comments to ensure anonymity. Comments are a part of the Board on Track survey. There will be two kinds of questions: about the HOS and about the feelings in the building. This survey is intended to get at the feeling in the building that the HOS is responsible for and neither of the other two surveys do that.

Katie and John will work together on a draft and present it to the Personnel committee on January 11th and then at the Board meeting in February.

This committee discussed the faculty suggested statements at length.

For survey administration, John can use a survey tool out of UMASS Boston and he and Artie will coordinate on the collection and results.

B. Personnel Committee Membership

C. POLICY REVIEW

III. New Business

A. Review of Title IX Forms

Document attached from the lawyers. The flowchart will include the MCCPS specific roles as follows:

Title IX coordinator- Director of Student Services or School Counselor

Investigator-School Counselor

Informal resolution facilitator-Director of Student Services

If formal complaint:

Decision maker-Head of School or Principal

Appeals officer-Head of School

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 8:15 PM.

Respectfully Submitted,
Katie Sullivan

Documents used during the meeting

- Feedback for Head of School Internal Survey Questions.pdf
- Marblehead Charter Title IX Forms 11.18.21.pdf