

APPROVED



MCCPS Board of Trustees

Minutes

Personnel Committee Meeting

Date and Time

Monday April 11, 2022 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), Peter Cohen (remote)

Committee Members Absent

Jen Stoddard, Peter Cheney

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 Monday Apr 11, 2022 at 7:07 PM.

B. Record Attendance and Guests

C. Accept Remote Participation

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.

D. Approve Minutes

John Steinberg made a motion to approve the minutes from Personnel Committee Meeting on 03-14-22.

Peter Cohen seconded the motion.

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

II. Old Business

A. Discussion of HOS Goals to Evaluation Tool

There are issues with the Val-Ed Survey being sent out to the Board so we'll need to extend that due date. There are also other issues. The faculty has had some confusing circumstances with it. The feedback on the new internal survey was that it was much more relevant. (80% completion so far.) The Board meeting is April 26th so a final close date for all surveys of April 18th (real date 19th.) will be sent out in reminder emails by Artie Sullivan. We'll decide in May/June what we want to do for next year with regard to surveys. John Steinberg will present results summary at the next Board meeting.

Goal alignments were sent via email by Peter Cohen from earlier in the year: Artie will make sure that the indicators are printed under each goal on the Board members HOS Evaluation Summative document.

B. Personnel Committee Membership & Schedule

Governor's order for Remote Meetings ends mid-July so we'll need to be back in person after that. May/June may be hybrid. 3 people will need to be physically present in order for there to be a quorum and meeting must be chaired by someone who is physically present.

C. POLICY REVIEW

III. New Business

A.

Personnel Committee Synopsis for Community

Discussion for group working on getting more membership and involvement:

Evening meeting once per month

Help HOS with his annual goals

Conduct the Board Training for the HOS Evaluation

Conduct Surveys

Write/ Update Policies

Sounding board for the HOS

See By-laws mission of this committee

Action item: Artie will give the group a synopsis.

IV. Action Items

A. Review Action Items from Meeting

Artie to send reminder emails to complete surveys.

John to prepare reports & presentation to the Board.

Artie to align indicators under HOS Goals on Summative document.

Artie to provide synopsis of Personnel Committee roles & responsibilities to community group.

Next meeting: Monday, May 9, 2022

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 7:30 PM.

Respectfully Submitted,

Katie Sullivan

Documents used during the meeting

- Head of School Evaluation Year End Form, 2022 template.docx