

APPROVED



## MCCPS Board of Trustees

# Minutes

## Personnel Committee Meeting

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### **Date and Time**

Monday September 12, 2022 at 7:00 PM

### **Location**

17 Lime Street  
Marblehead, Massachusetts  
01945

This is an In-Person Meeting, with remote participation.

Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

Zoom Login information

Meeting ID: 914 6251 4433

Passcode: MCCPSper

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### **Committee Members Present**

Artie Sullivan, Jen Stoddard, John Steinberg, Katie Sullivan, Peter Cohen (remote)

### **Committee Members Absent**

*None*

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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 Monday Sep 12, 2022 at 7:01 PM.

**B. Record Attendance and Guests**

**C. Approve Minutes**

Katie Sullivan made a motion to approve the minutes from Personnel Committee Meeting on 05-09-22.

John Steinberg seconded the motion.

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

**D. Approve Minutes**

Katie Sullivan made a motion to approve the minutes from Personnel Committee Meeting on 04-11-22.

John Steinberg seconded the motion.

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

**II. Old Business**

**A. Discussion of HOS Annual Goals**

**Goal 1: Implement an Effective System for Observation, Feedback, and Evaluation of Teachers. (Year two of three)**

**HOS Peter Cohen reported that Year 1 of this goal went well. There are adjustments to be made. The first early release day this week will be to review the Draft rubric with faculty to identify key areas. Increase number of peer observations this year. Teach Force program continues this year as well. The committee suggests more definition of the measures/rubrics of Teach Force, and the Faculty Evaluations.**

**Goal 2: Implement the Criteria for Excellence & Portfolio System (Year two of two)**

**Final year for this goal. Working in connection with Academic Excellence committee. Some grade levels initiated Portfolios this year. All grade levels will do it this year. Older students to help younger students. Summer work was done on this. Guest presenter came in as well. This goal is in good shape starting off this year. Criteria for Excellence began after Parker School visit in 2020 (pandemic pause) Global Studies classes curriculum adjustments made and units are being developed. Committee suggest that delineation is needed to help define where the HOS goal is defined and where the AE committee role is defined.**

**Goal 3: Community Engagement**

**Aligned to BoT goal with an increased focus on committee membership. Creating a "Coffee Series" for Meet and Greet series Q & A's with various members of school, encouraging volunteerism and opportunities for a more CoOp feel that once**

**existed now that the pandemic is lessening. Curriculum night in October, Exhibition in November, Conferences in December, Concert in January, etc. at least one per month. Committee suggest that social media presence be pushed.**

**Goal 4: Facilities Oversight & Future Planning**

Beginning to really address the maintenance issues at the school, especially those that have been long deferred, so that there is no major cost events at once. Engagement with an architect for future plans for the warehouse space for insulation, windows, and construction.

Committee suggests that perhaps trying a new Admin. position should be avoided given that the Admin. at school is heavy and the optics for teachers may be poor. Instead Development of a Capital Campaign toward this end may be a better goal.

Peter will make come edits based on feedback discussed in this meeting and he will email them out to us before the next Board meeting. We may respond to him individually, but may not discuss as a collective group email as per Open Meeting Law.

**B. Personnel Committee Membership & Schedule**

We need more members, especially a parent. We will also need a Board member to replace Artie as chair of this committee.

**C. HOS Evaluation Process for SY 22-23**

Board presentation for HOS Evaluation training TBD.

Draft in packet is the new rubric from the state that will be used next year.

Action item: Committee will take a look at the document and see if we want to make some edits to it to suit MCCPS. For the next meeting, we can begin a side by side comparison.

**III. Action Items**

**A. Review Action Items from Meeting**

Peter will consider feedback on HOS goals and edits will be emailed to committee members.

Artie will begin to look new Evaluation rubric from state for an old vs. new comparison.

**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 8:00 PM.

Respectfully Submitted,

Katie Sullivan