APPROVED

MCCPS Board of Trustees

Minutes

Personnel Committee Meeting

A Meeting of the Personnel Committee

Date and Time
Monday April 13, 2026 at 7:00 PM

Location
Marblehead Community Charter Public School is inviting you to a scheduled Zoom meeting.
Topic: MCCPS - Personnel Committee
Time: Jan 12, 2026 07:00 PM Eastern Time (US and Canada)
Every month on the Second Mon, 6 occurrence(s)
Please download and import the following iCalendar (.ics) files to your calendar system.
Monthly: https://us06web.zoom.us/meeting/tZApf-yqrz0tEtTULlmLww7RIR_08D_td-cV/ics?icsToken=DJ9E3JSFu3T6KPwC4wAALAAAAPjKr-vd1Pq9HcSSMcve_UeGWQ6wByhd1LRFXSHF9Vnv4Tv0k7ZWuaAC8KPGyQsfvuENNCTv1cREXW0soTAwMDAwMQ&meetingMasterEventId=l6B
Join Zoom Meeting
https://us06web.zoom.us/j/84485216780?pwd=TikVqTwYvKKXXT8sM4icxAqNugOk0q.1
Meeting ID: 844 8521 6780
Passcode: 1ZyGpv

One tap mobile
+16465588656,,84485216780#,,,,*141761# US (New York)
+16469313860,,84485216780#,,,,*141761# US
Join instructions
https://us06web.zoom.us/meetings/84485216780/invitations?signature=pVPV2dhxBeGIvgFeHd2je7JRkUcalcMAHv0jjFMDdT8

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

Committee Members Present
Carol McEnaney (remote), Chris Re (remote), John Steinberg (remote), Kathy Santoro (remote), Katie Sullivan (remote), Stephanie Brant (remote)

Committee Members Absent
Jen Stoddard

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Chris Re called a meeting of the Personnel Committee Committee of MCCPS Board of Trustees to order on Monday Apr 13, 2026 at 7:02 PM.

C. Approve Previous Minutes

Chris Re made a motion to approve the minutes from Personnel Committee Meeting on 03-09-26.
Katie Sullivan seconded the motion.
The committee **VOTED** to approve the motion.

II. Personnel Committee

A. Head of School Evaluation for 2025-2026

- Next Milestones
  - April
    - Surveys are completed by April 20th. Faculty will try for the 17th, as the 20th is a vacation day.
      - Stephanie will give PD time to complete them Wednesday afternoon on teh half day.
      - 38 teachers, not including fellows.
      - Board takes the VALED and BOT.
      - Employees and teachers have had great responses.
      - Need to hit 100% of the board. Chris verified that the Board has been reminded what a crucial governance function this process is.

        - John confirmed that if a board member is also a teacher they have to only do it once as a teacher.
    - Review question Chris asked about timing.
        - We were unsure if the Board needed the survey results to properly answer the questions. This is not the case, so a moot point.
    - April Board Meeting
        - Personnel Committee presents summary results of surveys.
            - John needs more time to check his schedule, but will confirm.
- May
    - Special Meeting?
        - HOS presents End of Cycle Progress Report (Special Meeting)
        - Board members collect and synthesize evidence toward assessment
        - Board members complete individual End-of-cycle Summative Evaluation Report.
            - This is completed offline. Needs to get it done in time for the next step.
        - Board Chair and Vice-chair compile individual ratings and drafts summation at May meeting
    - May Board Meeting
        - Board reviews draft, discusses revisions, and adopts report at public meeting in May
- June
    - Report is placed in personnel file by June 1st and used to inform HOS goals for following year.

B. Annual Survey Updates

- Discuss three surveys and status.
    - Ideas from Chair.
        - Personnel owning the BOT survey instead of the Chair.
            - Chair role is confirmed.
        - Personnel reviewing the BOT survey questions and adding/removing.
            - Not needed. Canned survey by BOT.
            - The chair needs to provide John the data and comments.

III. Other Business

A. Other Business As Necessary

- Discussed timing of the surveys. There is a risk about having surveys close 4/20 and getting everything done by 6/1. We discussed ways to build more of a cushion in the schedule.
- The 6/1 date is in the HOS contract, we could negotiate that being later.

HOS will provide goals to John for his review, so he can better prepare for the April board meeting.

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 7:26 PM.

Respectfully Submitted,
Chris Re