



## MCCPS Board of Trustees

### Minutes

#### Personnel Committee Meeting

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**Date and Time**

Thursday May 5, 2016 at 7:30 PM

**Location**

MCCPS Classroom 7W

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**Committee Members Present**

John Steinberg, Katie Sullivan, Nina Cullen-Hamzeh

**Committee Members Absent**

Audra Lyn Barrie, Patricia Rietti

**Guests Present**

Birgitta Damon, Jessica Merriam, Lena Robinson, Patricia Hazelton

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

Patricia Hazelton called a meeting of the Personnel Committee Committee of MCCPS Board of Trustees to order on Thursday May 5, 2016 at 7:50 PM.

**C. Approve Minutes**

Birgitta Damon made a motion to approve minutes from the Personnel Committee Meeting on 04-12-16 Personnel Committee Meeting on 04-12-16.

John Steinberg seconded the motion.

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

## **II. Personnel Committee**

### **A. Board on Track CEO Evaluation Tool update**

At tonight's Board meeting, it was confirmed that the Board on Track CEO Evaluation Tool would be used in addition to the Val-Ed tool. Patricia H. (as Evaluation Coordinator) will invite the Board and Faculty to complete the survey in BOT. The HOS has already been invited to complete her self-evaluation. When all surveys are completed, Board on Track will generate a summative report that the Board will be able to view.

### **B. HOS Evaluation Policy & Procedures Summative**

Discussion regarding changes that have been made since contract signing to this document in light of the conversation at the Board meeting this evening. If more changes are made they may be called in to question. Any changes may need HOS approval or they may violate the HOS contract.

The Summative Evaluation Rubric will be revised so that there are no rating numbers because they didn't add up last year. The DESE website states there should be no numbers. The Board members will also now see each other's rubrics before the Chair and Vice chair collect them to write up a summative report. Discussion question: This year there are 8 Board members that will be filling out the rubric (discluding the HOS and faculty board member). Say, for example, three people rate Proficient, but the other 5 rate either needs improvement or unsatisfactory. What is to be done? The mode is Proficient but the median will not be. In such a case, the median should be used by the Chair and Vice chair when preparing an overall summative report.

Action item: Patricia Hazelton will make all the previously discussed changes to the document and present that to the Board for approval.

## **III. Other Business**

### **A. Next meeting date**

The next meeting will be Tuesday, June 7, 2016 at 7:00 p.m.

## **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 9:07 PM.

Respectfully Submitted,  
Katie Sullivan