



MCCPS Board of Trustees

Monthly Personnel Meeting

Published on November 10, 2020 at 6:51 PM EST

Date and Time

Tuesday November 10, 2020 at 7:00 PM EST

Location

Topic: Personnel Meeting

Time: 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/3898394128?pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09>

Meeting ID: 389 839 4128

Passcode: MCCPS

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Call the Meeting to Order		Artie Sullivan	2 m
B. Record Attendance and Guests		Katie Sullivan	1 m
C. Accept Remote Participation	Vote	Artie Sullivan	2 m
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. This committee makes a motion to accept this Executive Order for this meeting of the Personnel Committee, on November 10, 2020.			
D. Approve Minutes	Approve Minutes	Katie Sullivan	5 m
Approve minutes for Monthly Personnel Meeting on October 13, 2020			

	Purpose	Presenter	Time
II. Old Business			7:10 PM
Personnel Committee			
A.	Review MCCPS Personnel Handbook	Discuss Peter Cohen	30 m
B.	Review of Student Parent Handbook	Discuss Peter Cohen	10 m
C.	Personnel Committee Membership	Discuss Artie Sullivan	
Review the committee membership needs of the Personnel Committee. Identify potential candidates for membership on the committee.			
D.	POLICY REVIEW	Discuss Artie Sullivan	5 m
CONTINUE DISCUSSIONS OF POLICY REVIEW AS PERTAIN TO SCOPE OF PERSONNEL COMMITTEE			
<ol style="list-style-type: none"> 1. Links to Personnel Policies <ol style="list-style-type: none"> 1. Marblehead - https://www.marbleheadschoools.org/district/mps-policy-manual <ol style="list-style-type: none"> 1. Scroll down to section G - Personnel 2. Salem Personnel - https://www.salemk12.org/cms/One.aspx?portalId=268138&pageId=537199 			
III. New Business			
IV. Action Items			7:55 PM
A.	Review Action Items from Meeting	FYI Katie Sullivan	5 m
Review Action Items form meeting, including who is responsible, item to be completed and time frame for status report or completion.			
V. Closing Items			8:00 PM
A.	Adjourn Meeting	Vote Artie Sullivan	5 m

Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Personnel Meeting on October 13, 2020

APPROVED



MCCPS

MCCPS Board of Trustees

Minutes

Monthly Personnel Meeting

Date and Time

Tuesday October 13, 2020 at 7:00 PM

Location

Artie Sullivan is inviting you to a scheduled Zoom meeting.

Topic: personnel meeting

Time: 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/3898394128?pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09>

Meeting ID: 389 839 4128

Passcode: MCCPS

Committee Members Present

Artie Sullivan (remote), James Rogers (remote), John Steinberg (remote), Katie Sullivan (remote), Peter Cheney (remote), Peter Cohen (remote)

Committee Members Absent

None

I. Opening Items

A. Call the Meeting to Order

Artie Sullivan called a meeting of the Personnel Committee of MCCPS Board of Trustees to order on Tuesday Oct 13, 2020 at 7:05 PM.

B.

Record Attendance and Guests

C. Accept Remote Participation

James Rogers made a motion to accept remote participate based on the emergency Executive order issued on March 12, 2020 by Governor Baker in light of the Coronavirus outbreak.

Peter Cheney seconded the motion.

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

D. Approve Minutes

Peter Cheney made a motion to approve the minutes from Monthly Personnel Meeting on 09-08-20.

James Rogers seconded the motion.

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

II. Old Business

A. Review of Remote Working Agreement

Peter Cohen presented a draft of a Temporary Work from Home Agreement for Faculty and Staff and the committee gave feedback and suggestions.

B. Review MCCPS Personnel Handbook

Peter Cohen presented a draft of the Faculty Handbook and this committee gave feedback and suggestions. More work is needed on policies and links within the handbook, particularly with the feedback from DESE on the the By-laws. Corrective Action for Staff needs to be added.

Action item: Committee members will review the Faculty Handbook via the link in the Agenda.

C. Review of Student Parent Handbook

Action item: Committee members will review the Student and Parent Handbook Draft for discussion at the next meeting.

D. Personnel Committee Membership

James Rogers reported that he has had no success in finding additional members despite efforts. Artie Sullivan said the same.

E. POLICY REVIEW

III. New Business

A.

HOS Evaluation Board Training

Katie Sullivan presented last year's Power Point presentation for review and changes/edits were suggested by the committee. She will make those and be ready to present the training at the next Board of Trustees meeting on October 27, 2020.

IV. Action Items

A. Review Action Items from Meeting

Review the Faculty Handbook and Student/Parent Handbook for discussion at next meeting.

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 8:10 PM.

Respectfully Submitted,
Katie Sullivan