



# MCCPS Board of Trustees

## Monthly Personnel Meeting

Amended on December 4, 2020 at 1:04 PM EST

### Date and Time

Tuesday December 8, 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           |
|--|-----------------|----------------|----------------|
| <b>I. Opening Items</b>  |                 |                | <b>7:00 PM</b> |
| Opening Items  |                 |                |                |
| <b>A. Call the Meeting to Order</b>  |                 | Artie Sullivan | 2 m            |
| <b>B. Record Attendance and Guests</b>   |                 | Katie Sullivan | 1 m            |
| <b>C. Accept Remote Participation</b>  | 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. Can we make a motion to accept this Executive Order for this meeting of the Personnel Committee, on December 8, 2020. |                 |                |                |
| <b>D. Approve Minutes</b>  | Approve Minutes | Katie Sullivan | 5 m            |
| Approve minutes for Monthly Personnel Meeting on November 10, 2020   |                 |                |                |
| <b>II. Old Business</b>  |                 |                | <b>7:10 PM</b> |
| Personnel Committee  |                 |                |                |
| <b>A. Disclosure of Conflict of Interest Notice</b>  | Vote            | Artie Sullivan | 10 m           |
| <b>B. Review MCCPS Personnel Handbook</b>  | Discuss         | Peter Cohen    | 30 m           |
| <b>C. Review of Student Parent Handbook</b>  | Discuss         | Peter Cohen    | 10 m           |
| <b>D. Personnel Committee Membership</b>   | Discuss         | Artie Sullivan |                |
| Review the committee membership needs of the Personnel Committee. Identify potential candidates for membership on the committee.   |                 |                |                |

**E. POLICY REVIEW** Discuss Artie Sullivan 5 m  
CONTINUE DISCUSSIONS OF POLICY REVIEW AS PERTAIN TO SCOPE OF PERSONNEL COMMITTEE

1. Links to Personnel Policies
  1. Marblehead - <https://www.marbleheadschoools.org/district/mps-policy-manual>
    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** 8:05 PM

**A. Review Action Items from Meeting** FYI Katie Sullivan 5 m  
Review Action Items from meeting, including who is responsible, item to be completed and time frame for status report or completion.

**V. Closing Items** 8:10 PM

**A. Adjourn Meeting** Vote Artie Sullivan 5 m

# Cover Sheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** D. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Monthly Personnel Meeting on November 10, 2020



# MCCPS Board of Trustees

## Minutes

### Monthly Personnel Meeting

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#### **Date and Time**

Tuesday November 10, 2020 at 7:00 PM

#### **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

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#### **Committee Members Present**

Artie Sullivan (remote), James Rogers (remote), Katie Sullivan (remote), Peter Cheney (remote)

#### **Committee Members Absent**

John Steinberg

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### **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 Nov 10, 2020 @ 7:03 PM.

#### **B. Record Attendance and Guests**

#### **C. Accept Remote Participation**

Peter Cheney made a motion to accept remote participation under the Open Meeting law as per the emergency order of Gov. Baker in light of the ongoing Coronavirus outbreak.

James Rogers seconded the motion.

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

#### **D. Approve Minutes**

James Rogers made a motion to approve the minutes from Monthly Personnel Meeting on 10-13-20.

Peter Cheney seconded the motion.

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

## **II. Old Business**

### **A. Review MCCPS Personnel Handbook**

The committee reviewed the 2020-2021 Faculty Handbook and made the following suggestions for edits and/or review:

Worker's Compensation re: remote work from home clarification

Afterschool Homework Club sign in documentation and procedure clarification and a link to Evacuation procedure for Afterschool time should be there. Also, there should be a sentence here to reinforce the Youth Protection Training protocols with a link. (i.e. Teachers should never be alone in a room with a child without the door open and should never be in the building alone with a child.)

Instead of Covid specific wordings throughout document, perhaps more generic "health issues" could be used so this document can apply when the pandemic is over.

Under the Sick days section there should be a link to the Covid documents

Cell phone section and Electronic Devices sections should be together (They are far apart.) and the "usage at teacher discretion" should be made clear under cell phone part too.

Educator Evaluation section may want to have a link to Teach Force info.

Maternity/Paternity word use of male and female-what about non-binary? Gender identity concerns

FMLA section should have section about leave time for care of sick parent/child/spouse

### **B. Review of Student Parent Handbook**

The committee reviewed the 2020-2021 Student/Parent Handbook and made the following suggestions for edits and/or review:

Afterschool section states "a call will be placed"- by whom? There should be a clear procedure and documentation for what child stays, on what date, with what teacher, for how long, etc. Make it consistent with Faculty Handbook.

Grading-sentence about "not averaging" needs to be clarified.

Lunch visitation needs a sentence about not during Covid.

Getting to and From School section needs a statement about students getting off their skateboard or bike once they enter the parking lot and walking to the school. No riding into the parking lot for safety reasons.

### **C. Personnel Committee Membership**

### **D. POLICY REVIEW**

## **III. Action Items**

### **A. Review Action Items from Meeting**

Review the link attachments to the handbooks.

## **IV. Closing Items**

### **A. Adjourn Meeting**

James Rogers made a motion to adjourn the meeting.

Katie Sullivan seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:03 PM.

Respectfully Submitted,

Katie Sullivan

# Cover Sheet


## Disclosure of Conflict of Interest Notice

**Section:** II. Old Business  
**Item:** A. Disclosure of Conflict of Interest Notice  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Erbetta, Conflict notice.pdf

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST  
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

| PUBLIC EMPLOYEE INFORMATION  |   |
|--|---|
| Name of public employee:   | R. A. ERBETTA   |
| Title or Position:   | FACILITIES COORDINATOR  |
| Agency/Department:   | deeps   |
| Agency address:  | 17 WMA St.<br>M'HD  |
| Office Phone:  | 781-631-0777  |
| Office E-mail:   | RAERBETTA@COMCAST.NET   |
|  | <p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p> |
| APPEARANCE OF FAVORITISM OR INFLUENCE  |   |
| Describe the issue that is coming before you for action or decision.           | MY DAUGHTER'S NEPHEW<br>(MATT GILLIS)   |
| What responsibility do you have for taking action or making a decision?        | DIRECT HIRING FOR SHORT-TERM EMPLOYMENT   |
| Explain your relationship or affiliation to the person or organization.        | SUPERVISION OF FACILITY PROJECT TASKS   |
| How do your official actions or decision matter to the person or organization? | DIRECT SUPERVISION  |



|   |   |
|---|---|
| <p><b>Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.</b></p> |   |
| <p><b>If you cannot confirm this statement, you should recuse yourself.</b></p>                                     | <p><b>WRITE AN X TO CONFIRM THE STATEMENT BELOW.</b><br/> <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.</p> |
| <p><b>Employee signature:</b></p>   |    |
| <p><b>Date:</b></p>   | <p>16 DEC 20</p>  |

**Attach additional pages if necessary.**

**Not elected to your public position – file with your appointing authority.**

**Elected state or county employees – file with the State Ethics Commission.**

**Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.**

**Elected municipal employee – file with the City Clerk or Town Clerk.**

**Elected regional school committee member – file with the clerk or secretary of the committee.**

**Form revised July, 2012**

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