



MCCPS Board of Trustees

Monthly Personnel Meeting

Published on February 4, 2021 at 10:25 AM EST

Date and Time

Tuesday February 9, 2021 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. Can we make a motion to accept this Executive Order for this meeting of the Personnel Committee, on February 9, 2021.			
D. Approve Minutes	Approve Minutes	Katie Sullivan	5 m
Approve minutes for Monthly Personnel Meeting on December 8, 2020			

	Purpose	Presenter	Time
II. Old Business			7:10 PM
Personnel Committee			
A. Prepare Board Presentation for HOS Annual Evaluation	Vote	Artie Sullivan	30 m
B. Review MCCPS Personnel Handbook	Discuss	Peter Cohen	30 m
C. Review of Student Parent Handbook	Discuss	Peter Cohen	10 m
D. Personnel Committee Membership	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 **8:25 PM**

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

V. Closing Items **8:30 PM**

A. Adjourn Meeting	Vote	Artie Sullivan	5 m
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Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Personnel Meeting on December 8, 2020



MCCPS Board of Trustees

Minutes

Monthly Personnel Meeting

Date and Time

Tuesday December 8, 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

Committee Members Present

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

Committee Members Absent

John Steinberg, Peter Cheney

Guests Present

Dizzy Burns (remote), Peter Cohen (remote)

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 Tuesday Dec 8, 2020 at 7:02 PM.

B. Record Attendance and Guests

C. Accept Remote Participation

James Rogers made a motion to accept remote participation in light of the Covid-19 outbreak and Gov. Baker's issuance of 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.

Katie Sullivan seconded the motion.

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

D. Approve Minutes

Artie Sullivan made a motion to approve the minutes from Monthly Personnel Meeting on 11-10-20.

James Rogers seconded the motion.

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

II. Old Business

A. Disclosure of Conflict of Interest Notice

Bob Erbetta disclosed a potential Conflict of Interest regarding working with his daughter's nephew with some facilities work at the school. Peter Cohen does not feel it is a concern, but Bob wanted to be transparent. There will be oversight of both employees by both Peter Cohen and Jeff Barry. The document has been reviewed by this committee and will be put before the Board of Trustees.

Katie Sullivan made a motion to present this Conflict of Interest disclosure document from Robert Erbetta to the Board of Trustees having been reviewed by this committee.

James Rogers seconded the motion.

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

B. Review MCCPS Personnel Handbook

Peter met with James after our last Personnel meeting and has been working on the edits. The links included in the handbook still need to be carefully looked at and updated. There also needs to be a Grievance Policy added. James and Peter will meet in the next couple of weeks to finish it prior to the next Personnel meeting in January.

C. Review of Student Parent Handbook

The same is true for this Student Parent Handbook, as with the Personnel Handbook.

Peter will work with James to finish edits and have this committee review them once more in January before sending them to the Board in February.

D. Personnel Committee Membership

James reports that there are a lot of new parents and conferences going on now so he will see what he can do.

E. POLICY REVIEW

Tabled for a future meeting

III. Action Items

A. Review Action Items from Meeting

James and Peter will meet to work on the handbooks.

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 7:35 PM.

Respectfully Submitted,
Katie Sullivan