



# MCCPS Board of Trustees

## Monthly Personnel Meeting

Published on May 6, 2021 at 12:10 PM EDT

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### Date and Time

Tuesday May 11, 2021 at 7:00 PM EDT

### 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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### 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 May 11, 2021.			
<b>D. Approve Minutes</b>	Approve Minutes	Katie Sullivan	5 m
Approve minutes for Monthly Personnel Meeting on April 13, 2021			

	Purpose	Presenter	Time
<b>II. Old Business</b>			<b>7:10 PM</b>
Personnel Committee			
<b>A.</b> Feedback from HOS Annual Evaluation Process	Vote	Artie Sullivan	30 m
<b>B.</b> Staffing Updates	Discuss	Peter Cohen	15 m
<b>C.</b> Review MCCPS Personnel Handbook	Discuss	Peter Cohen	30 m
<b>D.</b> Review of Student Parent Handbook	Discuss	Peter Cohen	10 m
<b>E.</b> Personnel Committee Membership	Discuss	Artie Sullivan	
Review the committee membership needs of the Personnel Committee. Identify potential candidates for membership on the committee.			
<b>F.</b> 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 - <a href="https://www.marbleheadschoools.org/district/mps-policy-manual">https://www.marbleheadschoools.org/district/mps-policy-manual</a>			
1. Scroll down to section G - Personnel			
2. Salem Personnel - <a href="https://www.salemk12.org/cms/One.aspx?portalId=268138&amp;pageId=537199">https://www.salemk12.org/cms/One.aspx?portalId=268138&amp;pageId=537199</a>			
<b>III. New Business</b>			
<b>IV. Action Items</b>			<b>8:40 PM</b>
<b>A.</b> 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.			
<b>V. Closing Items</b>			<b>8:45 PM</b>
<b>A.</b> 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 April 13, 2021



## MCCPS Board of Trustees

### Minutes

#### Monthly Personnel Meeting

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##### **Date and Time**

Tuesday April 13, 2021 at 7:00 PM

##### **Location**

Please note Different Zoom Link for this month's meeting

Join Zoom Meeting

[https://marbleheadcharter.zoom.us/j/85204151368?  
pwd=anB2NnRGblBQMjRPQ3dJV2hDK3N1Zz09](https://marbleheadcharter.zoom.us/j/85204151368?pwd=anB2NnRGblBQMjRPQ3dJV2hDK3N1Zz09)

Meeting ID: 852 0415 1368

Passcode: 856553

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##### **Committee Members Present**

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

##### **Committee Members Absent**

*None*

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#### **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 Apr 13, 2021 at 7:05 PM.

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

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

Peter Cheney made a motion to accept remote participation in light of the Coronavirus outbreak, Gov. Baker issued an emergency order on March 12, 2020 allowing for public bodies greater flexibility in utilizing technology to conduct meetings under the Open Meeting Law.

James Rogers 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 03-16-21.

John Steinberg seconded the motion.

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

## **II. Old Business**

### **A. Feedback from HOS Annual Evaluation Process**

Val-Ed survey- some staff did not originally receive the survey email because it went to spam, but eventually it did get sorted out. Artie sent some reminders and is still awaiting some returns. Due to close on Fri. April 16th.

Feedback was that some faculty struggled to answer some questions with "I don't know" and John Steinberg responded to explain about how Val-Ed algorithms and how they handle those. Peter Cohen expressed concerns regarding how some of the questions are now actually in Matt Cronin's job description. James Rogers expressed concern about how some staff expressed that they didn't know how to answer some questions, for example about Special Ed. John shared that this Val-Ed survey is standardized nationally and is geared for one Superintendent and several principals. We can make a survey ourselves as we have done in the past and may want to do that for next year if the Board wants this committee to. It is also now possible to edit the Val-Ed one which we can also explore for next year.

Action item for next year: Make the surveys more "user-friendly" and also provide more information ahead of time to the faculty and staff. Perhaps a training presentation similar to the one we do for the BoT.

The data will be ready for John Steinberg by April 16th to synthesize and he will review it with Peter Cohen prior to presenting it to the Board on April 27th.

### **B. Staffing Updates**

### **C. Review MCCPS Personnel Handbook**

No new updates. The goal is for the handbook to be finished by June.

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

No new updates. The goal is for the handbook to be finished by June.

#### **E. Personnel Committee Membership**

No new membership.

#### **F. POLICY REVIEW**

Disciplinary Action Policy Review- Artie presented a draft for this committee to review to be added to the Faculty/Staff Handbook regarding employee failure to perform or misconduct. We reviewed some of the language. We will continue to discuss it at the next meeting as well as the other Grievance Procedure which outlines steps and people to work with which also needs to be updated.

### **III. Action Items**

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

Next meeting date: Tuesday, May 11, 2021

### **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 8:03 PM.

Respectfully Submitted,

Katie Sullivan

Peter Cheney made a motion to adjourn meeting.

James Rogers seconded the motion.

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

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### **Documents used during the meeting**

*None*

# Coversheet

## POLICY REVIEW

**Section:** II. Old Business  
**Item:** F. POLICY REVIEW  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Disciplinary Action Policy.docx

## Disciplinary Action Policy:

### 1. Policy overview.

Marblehead Community Charter Public Schools' (MCCPS) discipline policy explains the steps we will take to address employee failure to perform or misconduct. This policy applies to all MCCPS employees.

### 2. At-will employment.

Although we may try to follow our discipline policy as outlined below, employees at MCCPS work at-will, and can be terminated at any time, for any reason.

### 3. Progressive discipline steps.

Our disciplinary process can move through the following steps:

1. Verbal warning.
2. Formal written warning.
3. Formal disciplinary meeting.
4. Suspension or loss of privileges.
5. Termination.

Administrators or supervisors will document each step in this process using official forms. All forms must be filed with HR. Administrators or supervisors must meet with HR before making decisions regarding steps 3, 4 and 5.

Employees must always be informed of any disciplinary action, of what stage they are in, the consequences of further violations, and corrective actions they can take.

Steps may be repeated at the discretion of the manager or supervisor.

### 4. Explanation of the steps.

#### 1. Verbal warning.

This is typically the first step in the discipline process. In this step, employees should receive verbal warnings in private. The exact nature of what took place and why it is in violation of policy, or how it falls short of performance expectations, should be explained, along with corrective actions. HR should be notified of the warning.

#### 2. Formal written warning.

This is often the second step in the discipline process. In this step, the Administrator or supervisor should use a write-up form to describe the incident and corrective actions. The employee should read the form and sign that they received it.

#### 3. Formal disciplinary meeting.



This is usually the third step in the discipline process. In this step the employee, administrator /supervisor, and an HR representative meet to discuss the problem. HR investigates the problem. The employee is informed that after this point punitive action may take place, up to, and including termination.

#### 4. Suspension or loss of privileges.

This is typically the fourth step in the discipline process. In this step, the employee may receive penalties, such as a loss of certain privileges, suspension from some or all duties, a demotion, or other appropriate penalties.

#### 5. Termination.

This is usually the final step in the discipline process. In this step, the employee is fired for continued violations. The final decision to terminate will be approved by an HR representative after an investigation to ensure fairness.

The MCCPS progressive discipline plan may begin at any step, depending on the severity of the offense. For example, employee tardiness will begin at step 1, mistakes that cause major disruptions at work may begin at step 3. Fraud or other illegal or dangerous behavior may go directly to step 5.

The MCCPS disciplinary policy is meant to provide guidelines.

#### 5. Right to appeal.

Employees who believe they were not treated properly may appeal any disciplinary decisions with HR, Head of School, or the MCCPS Grievance Procedures in Article X of the MCCPS By-laws.