



MCCPS Board of Trustees

Personnel Committee Meeting

Published on February 6, 2023 at 3:05 PM EST

Date and Time

Monday February 13, 2023 at 7:00 PM EST

Location

17 Lime Street
Marblehead, Massachusetts
01945

This is an In-Person Meeting, with remote participation.
Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

Zoom Login information
Meeting ID: 914 6251 4433
Passcode: MCCPSper

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Call the Meeting to Order		Peter Cohen	2 m
B. Record Attendance and Guests		Katie Sullivan	1 m

	Purpose	Presenter	Time
C. Approve Minutes	Approve Minutes	Katie Sullivan	5 m

II. Old Business **7:08 PM**

Personnel Committee

A. Personnel Committee Membership & Schedule	Discuss	Peter Cohen	5 m
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Introduce new Committee Chair, Paul Baker. Review the committee membership needs of the Personnel Committee. Identify potential candidates for membership on the committee and the upcoming schedule.

III. New Business **7:13 PM**

A. Policy Review	Discuss	Paul Baker	40 m
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Review and discuss policies:

- 5.a - staff involvement in decision making
- 5.aa - staff committees
- 5.b - state ethics
- 5.bb - tutoring
- 5.c - gifts
- 5.cc - part-time employees
- 5.d - political activities
- 5.e - health plans
- 5.f - against domestic violence

IV. Action Items **7:53 PM**

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

V. Closing Items **7:58 PM**

A. Adjourn Meeting	Vote	Peter Cohen	5 m
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Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: 2023_01_23_personnel_committee_meeting_minutes.pdf

DRAFT



MCCPS Board of Trustees

Minutes

Personnel Committee Meeting

Date and Time

Monday January 23, 2023 at 7:00 PM

Location

ZOOM ONLY

Zoom Login information

Meeting ID: 914 6251 4433

Passcode: MCCPSper

Committee Members Present

Jen Stoddard (remote), John Steinberg (remote), Katie Sullivan (remote), Kim Ginsberg (remote), Peter Cohen (remote)

Committee Members Absent

None

I. Opening Items

A. Call the Meeting to Order

Peter Cohen called a meeting of the Personnel Committee of MCCPS Board of Trustees to order on Monday Jan 23, 2023 at 7:01 PM.

B. Record Attendance and Guests

C. Approve Minutes

Peter Cohen made a motion to approve the minutes from Personnel Committee Meeting on 10-11-22.

Katie Sullivan seconded the motion.

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

II. Old Business

A. Discussion of Presentation to Board HOS Annual Evaluation Part 2

Katie will prepare the March Part 2 presentation to the Board for the HOS Evaluation Training for the BoT meeting on March 28th.

B. Personnel Committee Membership & Schedule

Current members: Jenn, John, Kim, Katie

Carol McEnaney may be filling the Faculty Board seat and could become chair of this committee. There is also a parent that may become a Board member.

Jenn Stoddard is willing to serve as Interim Committee Chair if the Board approves. Peter will bring this to the meeting next week.

III. New Business

A. New Chair of Committee

Jenn Stoddard is willing to serve as Interim Committee Chair if the Board approves. Peter will bring this to the meeting next week for discussion and potential approval.

B. Survey Discussion

Three current surveys being used in the HOS Evaluation process:

Board on Track-cost included in our current use of Board on Track-comments allowed

Val-Ed -additional cost-no comments but gathers data unlike other surveys

In-house created survey is custom to our school-no comments allowed

Each has different aspects. Some faculty will continue to feel that there are too many surveys and will be concerned with anonymity.

Discussion of Val-Ed usage:

Peter feels that Val-Ed questions are more complex to answer and may not serve as useful as the other two surveys.

John feels that Board on Track is the least useful and the worst tool by far, but it has space for comments. Katie agrees that comments have a place in the HOS Faculty surveys somewhere.

According to John, Val-Ed is the most powerful because it divides up the answers into the things we care about and how we address them. It's the only one that cross-references issues with processes.

John and Katie will come in to a Faculty meeting to explain about each survey.

C. Review of Policies

It is time to return to the pre-pandemic committee work of reviewing policies.

Action item: Between now and the Board retreat in June, this committee will look at the remaining policies in the folder shared and review 2-3 at each meeting to bring to the Board. Peter will send out which ones to look at at advance of each meeting.

One to consider: Cameras in the building for safety and security. Peter will look into what other schools are doing.

IV. Action Items

A. Review Action Items from Meeting

Next meeting date: Monday, Feb. 13, 2023

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 7:46 PM.

Respectfully Submitted,
Katie Sullivan

Coversheet

Policy Review

Section: III. New Business

Item: A. Policy Review

Purpose: Discuss

Submitted by:

Related Material:

5.f. Policy Against Domestic Violence (R0908067-2x7ADD1).docx

5.e. Policy Concerning Health Plan Options .docx

5.d. Staff Participation in Political Activities.docx

5.cc. Part Time Employees Benefits Policy .docx

5.bb. Tutoring for Pay Policy.docx

5.b. Staff Ethics and Conflict of Interest Policy.docx

5.c. Gifts to and Solicitations by Staff.docx

5.aa. Staff Committees Appointed by the Board of Trustees Policy (R0905541-2x7ADD1).docx

5.a. Staff Involvement in Decision Making Policy.docx

Marblehead Community Charter Public School

5.f. Policy Against Domestic Violence

[Effective Date]

Policy Against Domestic Violence

The Board of Trustees is committed to providing a workplace and learning environment in which any acts or threats of domestic violence are not tolerated. Consistent with Massachusetts law, domestic violence is defined as a form of abuse among family or household members, including those individuals who are or have been involved in a substantive dating relationship. The Board of Trustees seeks to increase awareness of domestic violence and help in responding to the needs of victims and witnesses of domestic violence in our school community.

Reports of domestic violence made to the School Counselor or Head of School shall remain confidential and shall not be used in any way by MCCPS to take any employment action against the reporting employee.

MCCPS shall comply with and shall provide reporting employees with leave pursuant to the Massachusetts Domestic Violence Leave Act.

Marblehead Community Charter Public School

5.e. Policy Concerning Health Plan Options

[Effective Date]

Policy Concerning Health Plan Options

Health and dental insurance options may be provided to eligible employees, subject to a percentage contribution by such employees. Specific information concerning health and dental insurance plans shall be provided by MCCPS.

For employees who are subject to an individual employment contract, the terms and conditions of available health plan options shall be set forth in the applicable contract.

Marblehead Community Charter Public School

5.d. Staff Participation in Political Activities

[Effective Date]

Staff Participation in Political Activities

The Board of Trustees recognizes that employees of Marblehead Community Charter Public School have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office.

In connection with campaigning for or holding such office, no employee shall use school facilities, equipment, or supplies; nor shall the employee discuss his/her campaign with school personnel or students during the working day; nor shall the employee use any time during the working day or any other time when the employee's exercise of political activities would actually interfere with the performance of school duties for campaigning purposes, for purposes related to any political office held. Under no circumstances shall school personnel pressure students to campaign on their behalf.

Marblehead Community Charter Public School

5.cc. Part Time Employees Benefits Policy

[Effective Date]

Part Time Employees Benefits Policy

The Board of Trustees affirms its policy that all employees who work a minimum of thirty-two (32) hours per week shall be eligible to receive full health insurance and dental benefits.

[NOTE – this policy is discretionary insofar as benefits need not be provided to any employee who works less than 30 hours (pursuant to the Affordable Care Act – and only if your school employees 50 or more people)]

Marblehead Community Charter Public School

5.bb. Tutoring For Pay Policy

[Effective Date]

Tutoring For Pay Policy

“Tutoring for pay” is defined as a teacher, administrator, and/or staff member providing private instruction or help to an individual student or group of students for which the teacher, administrator, and/or staff member receives payment other than through the Marblehead Community Charter Public School.

“Tutoring for pay” is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of measurable help. If “tutoring for pay” is advisable, Head of School or Designee may give the parents/guardians a list of persons who are willing to tutor for pay. This list may include teachers, but not the student’s teacher of the subject in which he or she is to be tutored.

“Tutoring for pay” can be done on school premises, during non-school hours, before 5:00pm on school days.

Marblehead Community Charter Public School

5.b. Staff Ethics and Conflict of Interest Policy

[Effective Date]

Staff Ethics /Conflict of Interest Policy

All employees of MCCPS, including teachers, staff, and administrators, must be familiar with the **code of ethics*** that applies to their profession and must adhere to it in their relationships with students, parents, guardians, co-workers, members of the Board of Trustees, and officials of the school.

No employee or member of the Board of Trustees will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities to the school, nor will any employee engage in any type of private business during school time.

Employees will not engage in work of any type where information concerning a customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator be responsible for the supervision and/or evaluation of an employee related to him/her.

In order to avoid the appearance of any possible conflict, it is the policy of the Board of Trustees that members of the immediate family of any administrator may not be employed by the school unless approved by the Board of Trustees upon written notice of the proposal to employ such person at least two weeks in advance of the person's proposed employment or assignment.

A copy of Massachusetts' conflict of interest statute along with a summary of the conflict of interest statute as posted on the Massachusetts Ethics Commission website is to be posted prominently in areas frequented by employees, and a copy of the summary shall be provided to each incoming employee or promoted employee. Administration will also take the necessary steps to ensure compliance with the mandatory education and training requirements under applicable conflict of interest law.

***Code of Ethics: <https://www.nea.org/resource-library/code-ethics-educators>**

Marblehead Community Charter Public School

5.c. Gifts to and Solicitations by Staff

[Effective Date]

A. Gifts

The acceptance of personal gifts by school personnel—including faculty, staff, administrators, and members of the Board of Trustees—from school suppliers, contactors, consultants, vendors, parents, guardians, and/or students can be subject to misinterpretation and may constitute a conflict of interest. As such, the Board of Trustees urges families wishing to express personal appreciation to find modes of expression that do not involve personal gifts.

Should a school employee be presented with a personal gift from a student or family:

- The employee shall not accept any such individual gift exceeding \$50.
- A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient.
- The employee may accept gifts that are worth less than \$50, but such employee must disclose in writing to administration that he/she has done so if, based on the specific circumstances, a reasonable person would think that the employee might unduly show favor to the giver or the giver's child, or otherwise be influenced by the giver.

School employees and members of the Board of Trustees shall not accept personal gifts from a business supplying, or with an interest in supplying, goods, materials, equipment, or services to the school. This restriction does not relate to the acceptance of gifts for the school or to the acceptance of small and clearly identifiable advertising and promotional materials.

B. Solicitations

The Board of Trustees acknowledges and supports the many worthwhile charitable drives that take place in the community and is gratified when school employees participate in and support all such endeavors. However, school employees shall not solicit funds among staff members for charitable purposes without specific approval of the Head of School. Whenever such solicitations have been approved, no pressure will be exerted to obtain contributions from any student, parent/guardian, staff member, or other member of

Marblehead Community Charter Public School
5.c. Gifts to and Solicitations by Staff
[Effective Date]

the school community.

Marblehead Community Charter Public School

5.aa. Staff Committees Appointed by the Board of Trustees Policy

[Effective Date]

Staff Committees Appointed by the Board of Trustees Policy

It is the desire of the Board of Trustees that staff advisory committees shall be created from time to time in order to provide recommendations and information to assist it in making decisions across the school.

Decisions made by staff committees may not bind MCCPS, and shall be provided to the Board of Trustees as recommendations only.

Marblehead Community Charter Public School
5.a. Staff Involvement in Decision Making Policy
[Effective Date]

Staff Involvement in Decision Making Policy

MCCPS believes that a school functions best when all personnel are informed of the organization's major activities and concerns.

There should be a continuous exchange of ideas and pertinent information among all elements of MCCPS. Problems and unfavorable attitudes may develop when employees are denied information essential for the performance of their respective assignments and for general peace of mind, or when they feel that their ideas and concerns are not heard. Morale is enhanced when each employee is assured that his or her voice is willingly heard by those in positions of administrative authority.

The Head of School, in consultation with the Board of Trustees, shall arrange to involve the staff as major decisions are made and shall establish channels for considering the viewpoints of individual employees and employee groups. In addition, at least one faculty/staff member or administrator will serve on each committee of the Board.

While each employee in this school should feel free to bring his or her ideas and concerns to the attention of the Board of Trustees itself, it is expected that he or she will first proceed by raising any concerns and/or offering any suggestions first to the Head of School.