

APPROVED



**MCCPS**

## MCCPS Board of Trustees

### Minutes

#### Monthly Personnel Meeting

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##### **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

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##### **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*

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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 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