

APPROVED



MCCPS Board of Trustees

Minutes

Monthly Personnel Meeting

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

Committee Members Present

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

Committee Members Absent

John Steinberg

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 Nov 10, 2020 at 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