

APPROVED



## MCCPS Board of Trustees

### Minutes

#### Monthly Personnel Meeting

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##### **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

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##### **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)

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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 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