

APPROVED



## 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*