CES Board of Directors
Policy Subcommittee Meeting
Monday, May 17th, 2021 at 8-9 AM
Minutes (Approved)

Join Zoom Meeting: https://collaborative.zoom.us/j/84964010286
Meeting ID: 849 6401 0286

In Attendance:

Committee Members: Allison LeClair, Dan Hayes, Don Sluter, and Laura Fallon
CES Attendees: Art Scott, Karen Reuter, and Sarah Molloy

Call to order, welcome, and introductions
Dan Hayes called the meeting to order at 8:04 AM. The committee did introductions.

Holiday - Addition of Juneteenth as a CES Paid Holiday as of 7/1/21 (page 36 of Employee Handbook)
Art Scott explained that CES' handbook includes full policies. Juneteenth is now a Massachusetts state holiday and it's expected that state agencies recognize it. We are planning on starting next year. We will be adding it to the handbook list and distributing a list of all holidays annually.

Art opened it up to questions or comments. There were none.

Funeral / Bereavement Leave (pages 35 - 36 of Employee Handbook)
Art explained that there have been circumstances where the situation was more serious to the individual than what the policy allows. Our intention with the changes is to recognize an employee who served in a parental role whether they are biological or not. We also added a third tier for someone who is a close associate of the employee. This will allow supervisor discretion. The desire to do this was exaggerated with the pandemic.

Art opened up to questions or comments.

There was a conversation regarding the balance between preventing abuse of the policy but not being too tight so we can't work with people and leave it to administrators to make the decision.

The committee liked that there was a range of days.

Including language around partner or significant other was brought up and Art noted that was a change we made previously in addition to being more flexible around the definition of child.

Public Records Request Policy
Art let the committee know he is the Records Access Office. When he was appointed he was the first officially noted Records Access Officer, before the Massachusetts law was expanded. It used to be a small issue and they would normally get a couple requests a year. Then we started to get more requests and more union engagement around public records requests.
He noted that language in the policy is largely taken from the Secretary of State’s Office and the definitions are all taken from their guidance.

All documents within the agency, like with a district, are considered public record. The goal is to show our commitment to the public to transparency and be able to deal with overwhelming or unreasonable requests.

Art walked the committee through the policy and then opened the floor up to questions and comments.

Laura noted a couple of edits under Section C on page 3, the second paragraph under duties of the Records Access Officer, the first sentence of the second paragraph - remove the first “inadvertently” (inadvertently assuring) and capitalize “officer.”

Dan requested someone to work with the administration to discuss bringing forth policies to the Board. Art volunteered.

Art mentioned we had plans pre-pandemic to do an overhaul of the handbook, such as looking with an SJE lense. He’d like to bring forth a work plan to get through this next year.

Art clarified that looking at it with a SJE lense meant looking at language, presentation, and transparency that it all fits with our commitment to SJE and makes sure there are appropriate appeal mechanisms to look at specific circumstances.

**Adjournment**

The meeting adjourned at 8:26 AM.