

**BFCCPS Board of Trustees
Human Resource Committee
September 25, 2006 Meeting Minutes**

Attendees: Colleen Berg, Lori Clements, Ed Duggan, Matt Ginnetty, Elizabeth Henderson, Consultant Dr. Marcus, John Neas, HOS Dr. O'Malley, Michele Pearl, Cindy Sarapas

Chairperson, Lori Clements, began the meeting at 7:00 p.m. She reminded the committee that e-mail meeting reminders would not be sent out and that the Chairperson is responsible for all HR Committee communications.

A final review was done of the revised Employee Handbook and Procedures. Revisions made since the previous review were examined, including new policies that were added and changes to current policies. Clarifying language to the employment at will definition that has been present in previous drafts of the handbook was discussed. Committee members offered differing perceptions of the "or for no reason at all" wording. The consensus was to leave the language in the draft.

Fire Safety was also discussed. A suggestion was made that a representative from the Fire Department attend a Faculty meeting.

The newly added no smoking section was looked at and accepted as is.

Language was added to the new Dress Code section to allow for acceptable dress to be at the discretion of the Head of School.

The stipend and mentor compensation charts were reviewed. Elizabeth commented that the stipends for mentors had decreased.

In the section pertaining to Personal Days, clarifying wording was added that approval of using personal days before and after vacation weeks and long weekends are at the discretion of the Head of School.

Lori identified the Time Off for Religious Observances, Time Off for Voting sections, and Whistleblower policies as being new to the handbook. They were accepted as is.

Lori will update the draft to reflect the agreed upon changes.

The committee then looked at the current draft of the new sick day policy being proposed. Lori, Cindy, and Elizabeth all contributed to the current draft. This will be reviewed more fully at the next meeting.

New Business: The lack of a formal, elected faculty representative to this Committee was discussed. Elizabeth Henderson was invited to develop and submit a proposal requesting that this be changed.