

**BFCCPS Board of Trustees  
Human Resource Committee  
October 11, 2006 Meeting Minutes**

Attendees: Lori Clements, Elizabeth Henderson, Cindy Sarapas, Consultant Dr. Marcus, HOS Dr. O'Malley

Chairperson, Lori Clements, began the meeting at 7:00 p.m. in the school library.

The updates to the employee handbook and procedures manual from the last meeting were reviewed and accepted.

Next was a review of the Faculty Procedures document. There were no significant changes, only current updates to what is already in place. The document was accepted as is. The committee offered comments: discussions regarding any changes to employee contracts should start sooner rather than later; the 8:20 start time for K-5 faculty is contract issue which should be addressed to the Head of School, who can then take any changes to the Board of Trustees; the board may ask the HR committee for advice/recommendations if appropriate.

Next steps were then discussed. The handbook needs to go back to the employees for a final look. Dr. Marcus recommended that the handbook be explained in person at a staff meeting. Lori will ask to be put on a faculty meeting agenda to present the document to the employees and distribute copies. The employees will then have a two-week period to offer any feedback. Dr. Marcus suggested that the presentation be clear about the type of feedback and the process. For example, this committee will not be entertaining substantive changes to the handbook at this point as the many opportunities for that were offered last year. Lori expressed both her gratitude to the employees who did take the time to offer input, and her frustration that so few individuals did.

Feedback from the employees should go to Lori, but may also go to Dr. O'Malley or Joe Perna, faculty representative. If there are no significant feedback issues from the employees, Lori will then present the handbook to the Board of Trustees and request their approval. If there are significant issues, they will be brought back to the HR committee for discussion.

The sick day policy was then reviewed. Lori proposed recommending an annual buy back option at \$60/day, with a maximum of 5 days. There was some discussion that since research indicated a maximum rate at other schools of \$50/day we should use that figure. The committee supported Lori's recommendation and acknowledged that the Finance Committee would guide the final financial recommendation.

Lori also proposed a one-time buy back option at \$60/day, with a maximum of 20 days for eligible employees. This purpose of this offer is to reduce the financial liability associated with accumulated sick banks. The committee felt strongly that employees be required to keep a minimum of 5 days in their sick bank. This would cover the gap and

allow them to be paid at their usual rate for the one-week period before short-term disability would kick in should that become necessary.

The committee supported both the new sick day policy and the one-time buy back policy. Lori will bring them both to the Finance Committee for their approval. If approved, she will then bring it to the Board of Trustees for their approval. If not approved, she will bring it back to the HR Committee for any appropriate action.

Elizabeth suggested a new element to the sick day policy. Her proposal would allow employees to keep their currently accumulated bank intact and add an additional 25 days maximum on to that. For example, an employee with 17 currently accumulated days would be entitled to accumulate up to an additional 25 and have 42 days in the bank. Since this is a change to what is contained in the current proposal, she was invited to submit a proposal to the HR Committee. However, this would not impact the already agreed upon draft and action plan.

New Business: Elizabeth submitted a proposal for a formal faculty representative to this committee. She will revise the proposal to be universal for any/all committees and return it to HR for discussion. Lori noted that this type of proposal would need to go to the Governance Committee for action. Lori thanked Elizabeth for starting the process to accomplish this change.

Elizabeth raised a concern that the staff was not being duly notified of HR committee meetings. HR meeting times and agendas are posted outside the Head of School office; meetings are also noticed in the blue sheet. This meeting was not noticed in the blue sheet. Dr. O'Mally will talk with Central Office staff regarding this oversight.

Next meeting to be held in November.

Meeting adjourned at 8:45 p.m.