

## Minutes of Human Resource Committee

Date: February 7, 2007

Meeting called to order: 3:30 p.m.

Attendees: Lori Clements, Chairperson, Kevin O'Malley, faculty reps Kevin Buckley, Mireille Malouf, and Gail Trotin, Pat Fairbanks, Cindy Sarapas

Lori welcomed Kevin Buckley, Mireille Malouf, and Gail Trotin, the newly appointed faculty representatives, to the committee. Their time and interest is very much appreciated, and will enhance the function of the HR Committee.

### Committee Purpose:

We briefly discussed the purpose of the HR Committee. Essentially we make recommendations, review and research items and submit them to the Board of Trustees if appropriate. We do not make the decisions. We support the HOS and administration in implementation and interpreting/understanding policies and procedures. We review and update the employee handbook and policy and procedure handbooks as necessary. A representative from the HR Committee participates in new hire interviews. The HR Committee works with the Finance Committee to maintain the salary grid. This committee is responsible for the HOS evaluation. The Chairperson of the HR Committee collects, analyzes and disseminates survey information to Board of Trustees.

### Old Business:

The revised Employee Handbook was presented at faculty meeting. Several sections had to be revised based on feedback received. Lori noted that she received a broad range of comments regarding employment at will, indicating some confusion about the nature of employment at BFCCPS. She has arranged for an HR consultant, Pattie Sinacole of First Beacon Group LLC, to meet with the staff on February 27, 2007 on this topic.

The one-time Accumulated Sick Bank Buy Back was very well received with a high level of participation. All except three of the eligible employees participated. Lori received some very positive feedback from participants.

The proposed Sick Bank Buy Back policy was presented to the Board. There were some issues raised regarding inconsistent language in employee handbook, this document, and the letters of agreement. This committee will examine the issues and make appropriate recommendations.

### New Business:

The Professional Development days schedule was discussed. They fall mainly on Fridays. It might be beneficial to alternate days, so employees not scheduled to work on

Fridays can attend professional development programs. HR committee will make recommendation to HOS for a rotating professional development schedule.

An inequity in the schedule of part-time aides scheduled to work half-days was discussed. Part-time aides scheduled to work in the morning work on half-days, while the afternoon aides may not. Language to be inserted in next year's letters of agreement was discussed. The committee agreed that part-time aides will, at the discretion of the HOS and with sufficient notice, attend professional development programs. The Aides, in conjunction with the HOS, will equitably distribute classroom responsibility in regards to half-days and faculty meetings.

It was also acknowledged that the expectation for part-time teachers is to attend professional development days, with the discretion of the HOS. It was discussed to prorate the number of days worked in a given week, for example: if work one day, need to attend at least one Professional Development program and one faculty staff meeting for every 5 programs.

Lori distributed a revised survey, which will be distributed to employees to solicit their input on the HOS' performance. She will meet with the HOS to finalize before distributing via staff mail boxes. Lori will collect, analyze and present the survey findings to the Board. She will maintain the anonymity of the surveys.

The Governance Committee asked for input on the Arbitration clause of the proposed grievance procedure. We discussed whether to include or exclude the Board Faculty Representative as a member of the Grievance Committee (item #3). We will recommend to Governance that the aggrieved party have the choice of whether to include or exclude the faculty rep.

Meetings will be held on the 1<sup>st</sup> Wednesday of every month at 3:30 p.m. Our next meeting is scheduled for March 3, 2007 at 3:30 p.m.

Meeting adjourned 4:40 p.m.