

Minutes of Human Resource Committee  
April 4, 2007

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

Attendees: Lori Clements, Chairperson, Kevin O'Malley, Mireille Malouf and Gail Trotin

**Old Business:**

The revised handbook has been distributed to the Board of Trustees and is on the April meeting agenda for presentation and explanation. The Trustees will then have a month to forward comments or questions to Lori. It will be on the May Board agenda for a vote. Lori received back 24 completed HOS Performance surveys from the faculty and staff. They were very positive. The next step is for Lori to compile the results into a summary and review it with Dr. O'Malley. She will then provide the Board with a copy of the final summary for its use in preparing its HOS Performance Evaluation. The Board evaluation will be done at its June meeting.

Lori met with Kara Geraci regarding the insurance questions raised at our last meeting. She shared the information packets and forms that are distributed to new employees. Kara invites them to meet with her one-on-one to go through the information; some people take advantage of her offer and some do not.

BFCCPS does not offer retirement or early retirement benefits; these are available through MTRS. The current salary grid is effective for one more year. Preliminary discussions have already begun regarding the development of the next grid. Kara was very receptive to receiving our help in preparing a list of items to be covered in the annual orientation.

**New Business:**

Dr. O'Malley is forming an interview committee to assist in the Assistant Head of School search. He has asked Lori (as the HR Chairperson) to lead the committee, and has indicated that the committee will be composed of faculty, parents, and board members. Lori reported that Dr. O'Malley was very supportive of her suggestion that the faculty representation come from the HR Committee. He would like two HR faculty representatives to join with Joe Perna, Board faculty representative. Mireille, Gail, and Kevin (Buckley) will decide among themselves which two of them will serve on the committee. Lori expressed appreciation for the opportunity to allow HR to participate in this process.

Lori will be attending a seminar tomorrow with Pat Fairbanks entitled "Legal Aspects of Supervision and Evaluation of School Personnel" presented by Stoneman, Chandler & Miller LLP. She attended the "Systems That Work: How Boards Ensure Accountability" seminar presented by Sturgis Charter Public School at the Mass. Charter Public School Association Convention last week.

Gail noted that the internal job posting for Elizabeth Clayton's position did not contain many specifics, such as a job description. She suggested that all internal postings list the qualifications for the job. Lori will check into the current procedures.

Meeting adjourned at 4:20 p.m.