

Minutes of **Human Resources Committee**

Date: **October 3, 2007**

Meeting Called to order at 3:30 p.m.

Present: Lori Clements – Chairperson, Heather Zolnowski, Gail Trotin, Mireille Malouf, Cindy Sarapas, Kevin Buckley, Patricia Fairbanks, Kevin O'Malley

Old Business: Minutes from June accepted. Lori is working on researching the Progressive Discipline policy. The Board of Trustees needs to approve any changes to the old policy before it can be included in next year's handbook.

New Business: Teacher Empowerment has created lots of meetings for teachers. Tuesdays were committee meeting days; however Tuesdays are for all faculty and section meetings. Some groups are working during lunch, but some teachers not able to participate as much as they'd like to. It's not clear what committee meeting is where and who is on committee. Recommendation: someone to coordinate all teacher committee meetings.

Board Committees – There are opportunities for teachers to participate on Board committees; these are available to all teachers should they want to take advantage of it.

Grades 5-8 – Is experiencing a transition year due to Elizabeth Clayton's departure. All of her responsibilities should be able to be redistributed to all grade 5-8 faculty. Heather is working closely with them to accomplish this.

Staff Meetings prior to school beginning – The committee faculty felt that two days of staff meetings are necessary before school begins. It was too rushed with the one day schedule that was used this year. New employees may need even more time to become oriented.

Health Coverage – Will be discussed later in year once more information is available from the state.

HOS faculty input survey – The Board is currently in the process of establishing goals and objectives for this year for both the HOS and itself.

Part-time employees who don't qualify for benefits – A request was brought to the committee about offering benefits to part-time employees who do not qualify for them under our current policy if the employee was willing to pay 100% of the cost. We discussed whether we want to make this option available incorporate it into our policy. Some of the discussion points were how do we get money if the employee doesn't make enough to cover benefit; how many people would be affected; would average person working less than 20 hours be able to cover costs; what is the risk of adding additional people; what is the work impact on our Business Manager; what happens if the employee subsequently leaves the school. We will revisit this topic and continue the discussion in future.

Salary Grid for Faculty – The current grid is in effect until the end of 2007/2008 school year. Lori suggested created a subcommittee develop a new grid. She suggested the committee be composed of: the HR Chairperson and one additional committee member, the Finance Committee and one additional member, a representative from the Faculty Input Team, the Business Manager, and Administration. This would create a representative group to work collaboratively and efficiently. She suggested the following individuals for the committee:

Lori Clements – HR Chairperson

HR Committee faculty member (to be selected by the HR committee)

Anna dos Santos – Finance Committee Chairperson

Finance Committee member (to be selected by the Finance committee)

Faculty Input Team representative (to be selected by the F.I.T.)

Kara Geraci – Business Manager

Kevin O'Malley – HOS

Heather Zolnowski – Assistant HOS

Lori will chair the subcommittee. Meetings will be held after school to accommodate staff.

Meeting Adjourned: 4:20 p.m.

Next meeting is scheduled for Monday Nov. 5, 2007