

Minutes of **Human Resource Committee**

Date: **November 5, 2007**

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

Present: Lori Clements – Chairperson, Dr. O'Malley, Kevin Buckley, Cindy Sarapas, and Gail Trotin

October minutes were approved.

Old Business:

Handbook: Old Progressive Discipline policy is already in existence, Lori will bring it to HR to review before doing anything with it.

Part-time employees and health care premium: Lori reported that no employees who work less than 20 hours/week make enough money to cover 100% of the health insurance premium. We will continue to gather information and look at the issue of providing a health care option to these part-time employees at a later date.

Retaining staff: Gail, Mireille and Kevin will start conversations with colleagues regarding why someone would leave employment here...what are the issues? We will revisit this in January and look at retention initiatives we could be taking.

Salary Subcommittee: The subcommittee met and it went well. Anna dos Santos gave a presentation on the budget process which was very productive. She will do the same at an upcoming faculty meeting. Next Salary Sub-Committee meeting is Nov. 19 in the library at 3:30. Clarification from Lori: the subcommittee itself is intentionally small but the entire employed community is welcome and encouraged to come to subcommittee meetings. Lori will post the meeting notice on bulletin board in staff room.

New Business:

Committee Formation Policy: Lori mentioned that the board developed a committee formation policy last year. Each board committee chairperson needs to develop a synopsis of committee membership and submit it to the board for approval. The policy indicates that parents may join the committee, but Lori has not had any response to pink sheet notices asking for volunteers. She raised the question of whether parents should participate on the HR committee, given the nature of our work. Lori confirmed that all current HR Committee members are voting members.

HOS evaluation: It was brought to Lori's attention last year that there are no specific SPED criteria on the faculty survey form for the HOS performance. Lori will ask Pat to provide her with any suggestions the SPED staff have to incorporate into this year's form.

School Climate: Staff members present were asked how they felt the climate of the school was this year.

-Kevin B. said people are busy, a bit stressed, especially those in 5-8 as they transition from having a dean position do many things.

-Gail said there was a lot happening with the math selection and it seems overwhelming, if we are to do a good job.

-Conferences were difficult for grades 6-8 and need to be revamped for next year. Too many conferences and not enough time. Lori mentioned the idea of developing a correspondence to parents about who wants a conference and who doesn't, but logistics would be complicated. This whole issue will need to be addressed by all middle school teachers together.

Next year's handbook: Transportation of students is a personal liability to staff members as it is not authorized by the school and is outside the scope of employment. We should clarify that for all teachers/employees.

Kevin B. - Question about stipends: how are stipends determined? Answer: HOS determines stipend and it is negotiable with HOS directly.

Meeting adjourned at 4:03 pm