

Benjamin Franklin Classical Charter Public School
Human Resources Committee Meeting Minutes
Monday, December 3, 2007- 3:30 pm- School Library

Attendees: L. Clements, M. Malouf, G. Trotin, K. O'Malley, H. Zolnowski

Meeting called to order by L. Clements at 3:34.

November 5, 2007 Meeting Minutes approved.

Old Business

• **Offering Insurance to Part Time Employees at Their Own Expense**

Our Business Manager forwarded to Lori received an email from our insurance broker stating that Blue Cross/Blue Shield requires an employee work a minimum of 20 hours per week to be eligible for benefits. We are therefore unable to offer insurance to BFCCPS employees who work less than 20 hours/week, regardless of whether or not they are willing to pay for it on their own.

• **Teacher Retention**

Informal conversations have been had on why teachers are leaving. A formal discussion will take place in the spring.

• **Salary Grid Subcommittee**

There was a presentation given to full faculty about the current BFCCPS budget, and addressed concerns voiced by faculty. Positive remarks were received from this presentation. Many faculty saw it as informative.

Salary grid committee will meet on December 10th at 3:30 in the library. This meeting is open to all faculty and staff that would like to attend.

There will be a Salary Grid Committee workshop in January for the subcommittee only. The goal of this meeting is to come out with a draft grid for comment. Meeting information will be shared with other committees at the conclusion of the workshop.

• **Student Transportation by Faculty/Staff**

The school was concerned with Vicarious Liability. Would the school be held accountable if something were to happen when a Faculty/Staff member personally transported a student to and from school. We do not have a written policy on this. Lori presented possible verbiage to be included in faculty and parent handbooks. Some were concerned with the wording, especially being subject to disciplinary action. The difference between school time vs. personal time was discussed. It was agreed that parents need to know that the school has no liability for this. Also discussed were the issues related to school authorized activities such as Basketball or other sports, as well as the use of teacher cars for field trips. It was agreed that this is an issue to look at, and that this was somewhere to start.

New Business

- **Head of School Performance Evaluation**

Board Policy 15 reads that a December Human Resources Committee meeting will be held for the purposes of commenting on the HOS's progress towards school goals. This could be after school or at night. The Human Resources Committee does not have to attend if the meeting is held at night. It would be a brief HR meeting; otherwise, it could be part of the January HR meeting.

Dr. O'Malley said that he found such a meeting offensive. He asked if parents would be able to come. Lori informed him that according to the policy anyone could come. The committee supports eliminating this requirement; Lori will bring this revision to Governance.

- **January Meeting**

Cancelled until February. Lori will check with John Neas, Board President, on when the open meeting for HOS review would take place should it be necessary to hold one.

- **February Meeting**

Return to our previous schedule of meeting the first Wednesday of each month, excluding January.

- **Disciplinary process for students**

A RAT has been formed around our disciplinary action for students, creating a comprehensive K-8 model of discipline.

- **Meeting times**

A suggestion was made that HR meet every other month for 1 hour, instead of every month for ½ hour. Will discuss at February meeting.

Meeting adjourned by Lori Clements at 4:02pm.