

Benjamin Franklin Classical Charter Public School
Human Resources Committee Meeting Minutes
Wednesday, February 6, 2008 - 3:30 pm- School Library

In Attendance:

Lori Clements – Chairperson, Dr. O’Malley, Kevin Buckley, Mireille Malouf, Cindy Sarapas, and Heather Zolnowski

The meeting was called to order at 3:31 p.m.

Minutes of the December 3, 2007 were reviewed and approved unanimously.

Old Business

- Teacher Retention

- Lori asked the committee to bring ideas to the next meeting as to how best to gather information from staff about retention issues. She suggested a survey as an example.

- Salary Grid Subcommittee

- Formal recommendations are:

- Eliminate the salary grid structure for the next 3 years
- Salary increases across the board for all employees of 10% in 08-09; 7% in 09-10; and 5% in 10-11
- consistent \$1,500 for achieving educational goals
 - eliminate B30 and M15 steps
 - create a hiring chart for guidance by using the bachelor’s column of the old grid and adjusting the steps to reflect increases of 10%, 7%, and 5% for each of the next three years

Lori informed the committee that the Finance Committee unanimously approved these recommendations at their meeting this morning.

A motion was appropriately made and seconded to approve the recommendations of the Salary Grid Subcommittee; motion passed unanimously.

We will continue to look to make BFCCPS salaries more competitive with Franklin as funds become available

- Student transportation by faculty and staff

We discussed some new language and agreed on updates. Lori will bring the updated clause to the next meeting for final review.

- Staff Survey on HOS Performance

We will be using the same survey as last year. Lori received only one suggestion for a change to the existing form. The staff will be given one week to complete and return to Lori.

- HOS Performance Policy update

The Governance Committee has accepted our recommended change to the HOS Performance Review policy #0017 (effective date February, 2005) to eliminate the requirement of holding a review in open session as described in Section 2.2.1. This requirement was previously added in response to a specific situation at the school, and we feel it is unnecessary, unprofessional, and demeaning. The Governance Committee will bring the recommended change to the board for approval.

New Business

- Climate Survey for parents

There are plans to distribute a survey on the overall school climate to parents.

- Progressive Discipline Policy

A Progressive Discipline Policy does exist but was not included in the handbook. We will review this document as time allows to determine if any changes are needed; if this is not done prior to the end of the year the existing version of the policy will be included in next year's handbook.

- K-8 Planning Times

A request was made by Gail for the committee to examine K-8 planning times. Lori responded that concerns must be brought to the Head of School; this committee would only examine the issue if requested to by the HOS.

Meeting adjourned at 4:00 p.m.