

**Benjamin Franklin Classical Charter Public School  
Human Resources Committee Meeting Minutes  
Wednesday, May 7, 2008 - 3:30 pm- School Library**

In Attendance:

Lori Clements – Chairperson, Dr. O’Malley, Heather Zolnowski, Kevin Buckley, Cindy Sarapas, Gail Trotin

The meeting was called to order at 3:30 p.m.

Minutes of the February 6, 2008 meeting were approved.

Minutes of the April 2, 2008 meeting approved.

**Old Business**

**- Teacher Retention**

The second draft of the Pulse Survey was discussed. Changes were made to some of the specific questions. A suggestion was made to organize the survey into specific sections such as curriculum, resources, instruction, etc. Lori and Cindy will work on this. The purpose of the survey was also discussed; what the results would be used for; whether the survey should be anonymous or not; and when to distribute the survey.

It was decided that the results would be used for informational purposes; signing the survey would be optional; the HR Chair would receive the surveys and compile the results into a single report to share with the committee, and that we would distribute the survey next fall as there are several other school surveys that just were or are about to be distributed.

**- Student transportation by faculty and staff**

The updated version of the student transportation clause was discussed and approved. It will be included in next year’s handbook.

**- Staff Surveys on HOS Performance**

Next year these will need to be signed. It’s inappropriate for comments made anonymously to be considered when evaluating the HOS’ performance.

**New Business**

**- Representation within “groups”**

Lori asked the staff representatives about who they solicit input from to confirm that we have representative for all employees. She asked if the general representation fell along the following informal lines: grades 5 thru 8 – Kevin Buckley; grades K-4 – Gail Trotin; Fine Arts staff – Mireille Malouf; central office staff – Cindy Sarapas. Everyone agreed that this was accurate.

The representatives were also asked about continuing on this committee next year. Kevin Buckley indicated that he will not be. Lori asked everyone else to let her know by the end of this school year.

**- Focus for Next Year**

Lori suggested that this committee work on reviewing the employee evaluation process next year. She asked the committee to think about other suggestions and forward them to her.

Next year the HR Committee will meet bi-monthly beginning in September and ending in May. The schedule will be posted in September.

Lori anticipates cancelling our June meeting unless a need to meet arises. She will notify the committee via e-mail once a decision has been made.

In the event this is our last meeting, Lori thanked everyone for their contributions and work on this committee. It has been a very productive year, thanks to everyone's participation!

**Meeting adjourned at 4:20 p.m.**