

**BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL**

**HUMAN RESOURCES COMMITTEE MEETING**

**FEBRUARY 27, 2017**

**Location: Head of School Office**

8:08 call to order

Present: Renee Blaine, Kathy Urkevic, Beth O'Toole, Deb Schwab, Heather Zolnowski, Jennifer Powell

Absent: Mark Titlbaum, Joe Perna

Motion to approve the 1/30/17 minutes as written by Deb Schwab, seconded by Kathy Urkevic.

Renee would like to review the contracts/grids for towns in the region with Heather and Jennifer. She is building out a comparison and coming up with an average for the region.

Head of school performance evaluation tool/survey:

Kathy met with the RAT to update the survey with their input. Renee added additional questions surrounding leadership and clarified some of the questions. Kathy shared that the team discussed adding demographic information and was not in favor of having that included. They were also in favor of taking the survey via Survey Monkey and not via a google doc survey. They do not want their email associated with the survey results. Some discussion around associating each survey with a master number list that only Renee would have access to. All questions will be optional.

Regarding the use of Survey Monkey – the free version limits the survey to 10 questions. Renee suggests a test within the committee to make sure that things are anonymous. Kathy also suggests that we make it clear to the faculty/staff that they can print out the survey and hand it in hard copy. To that end, we will provide the survey in a printable form as well as hard copies in the front office. Renee will also be available to meet with anyone who would like to discuss the survey offline.

**9:01 AM Motion to adjourn** motion to adjourn made by Beth O'Toole, seconded by Kathy Urkevic.