

## **Benjamin Franklin Classical Public Charter School**

### **Human Resources Committee Meeting**

**December 6, 2017**

Location: Head of School Office

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

Call to order 7:02

#### Administrative Matters

- Review and approve May 7, 2017 meeting minutes. Jennifer Powell motions to approve meeting minutes, Kathy Urkevic seconds.

Renee Blaine goes over the topics that the committee will address in this school year.

#### Develop Timeline and Deliverables for 2017-2018 HR Committee Goals:

- Review current faculty compensation and benefit strategy and make recommendations to the Finance Committee and Board of Trustees.
- Review Employee Handbook and employment practices for compliance with new Massachusetts regulations (e.g., Pay Equity Act, Pregnant Workers Fairness Act, etc.) The Pregnant Workers Fairness Act is a new MA law that speaks to reasonable accommodations during pregnancy.
- Evaluate current offerings for staff training (e.g., sexual harassment, ethics, hiring practices, etc.) and make recommendations on appropriate course offerings and frequency. Additionally, we should look at these offerings in relation to parent volunteers/BOT. DS reviews the current offerings for training provided to new employees. JP is going to look in to offerings from ADP on hiring practices, reasonable suspicion for drugs and alcohol, sexual harassment. Is there a fee for these offerings from ADP – safe school trainings are included in our HR Knowledge subscription. If we decide to extend this training to BOT/parent volunteers would they be able to use the same portal as the faculty/staff?
- Create Executive Director Letter of Appointment for approval by the Board of Trustees – if we move to the Executive Director model this year we would need to look at the Head of School agreement and make changes.
- Develop Head of School performance evaluation tools, process and timeline: The survey was released 4/25 last year and this seemed to work well.

#### Other Business

- Employee engagement survey was discussed last year. We should look in to creating this for calendar year 2018 and possibly target to send out in March.

- Renee Blaine is going to review the handbook and reach out to Jocelyn on new laws and their applicability to our handbook.
- Jennifer Powell and Deb Schwab are going to look at training offerings from ADP.
- Kathy Urkevic and Heather Zolnowski are going look in to questions for an employee engagement survey.

Motion to adjourn Deb Schwab, second Beth O'Toole. Meeting adjourned at 7:40.