



# HR Committee Minutes

<b><u>Committee/Team/Dept.:</u></b> HR Committee	<b>Human Resources</b> <b>COMMITTEE</b>	<b><u>Date/Time:</u></b> November 14, 2022 3:45 pm	<b><u>Location:</u></b> Faculty Dining Room (FDR)
<b><u>Meeting Facilitator:</u></b> M. Fishler	<b><u>Note Taker:</u></b> G. Flores	<b><u>Background materials, texts, resources:</u></b> October 2022 Minutes	

<b>Call to Order/Roll call</b>		<b>Presenter:</b>
<b>Background / information presented:</b> None		
<b>Discussion:</b>	Meeting called to order at 3:49 pm <b>Present:</b> M. Fishler, G. Flores, P. Sierer, D. Avila, A. Bennett, N. Hernandez, K. Torres <b>Absent:</b> A. Dresser, E. Hawthorne, C. Wallace <b>Visitors:</b> M. DeFronzo, E. Garcia	
<b>Approval of Minutes</b>		<b>Presenter: M. Fishler</b>
<b>Background / information presented:</b> None		
<b>Discussion:</b>	Minutes: October minutes reviewed Motion to approve minutes with changes: Peggie Sierer Seconded by: Michael Fishler Action: October minutes approved	

<b>Open Communications</b>		<b>Presenter: M. Fishler</b>
<b>Background / information presented:</b>		
Open Communications: None		
<b>Discussion Items</b>		<b>Presenter: M. Fishler</b>
<b>Background / information presented:</b>		
<b>Discussion:</b>		
<b><u>Medical Insurance Updates:</u></b>		
<b><u>Sunshine Club Update</u></b>	<ol style="list-style-type: none"> <li>1) A. Bennett- appreciates all the help from the committee and support during issues with benefits. Sent HR the Montage pamphlet to be posted in Dropbox.</li> <li>2) P. Sierer- Sunshine- dedicated tree planting went really well. In talks with sister of the other employee that passed away she lives in San Diego and Sarah is in communication with her. Sent Sherri Norris snacks due to husband in hospital. Coffee cart continues to go around.</li> <li>3) M. Fishler- what has been the max members for Sunshine?</li> <li>4) P. Sierer- 80 has been max and the goal is to get more. Also doing something for Mr. Cota. He needs a little sunshine.</li> </ol>	

**Healthcare**  
**Choices for Next**  
**Year**

**Vetting Process**  
**for Hiring New**  
**Employees**

- 5) M. Fishler- Wellness fair- not too many staff members came. Interrupted by testing. It was nice to have other vendors- the massage was very nice. Nice that we got pet insurance. HR to check if the booklet exists electronically.
- 6) G. Flores explain the process- applications are thoroughly pre-screened for all required documents and any red flags, then application is sent to hiring Admin for screening for an interview. Sometimes the candidate goes through 2 interviews. After the interview(s), HR conducts a minimum of 3 professional reference checks via phone. Ari gives final approval to hire.
- 7) M. Fishler- is this the process for all positions? Are gaps of time in employment flagged?
- 8) G. Flores- Yes and yes. We do not hold back an application due to gap of time, but it is something we bring to an Admin's attention.
- 9) A. Bennett- Yes. Questions on vetting may have come up due to recent issue with athletic trainer and people may want to point fingers, but issues with vetting is not the case. (Ari discussed some public information regarding the case.)
- 10) A. Pentecost- Agree that some things can fall through the cracks. Must have conversation with students and promoting safe space, reiterating safety. Empower students to speak up when needed. Has heard comments regarding someone whose name is on a building at this school- that can be a reason for someone not to speak up.
- 11) A. Bennett- Wants students and parents to have a similar training that will help with the ongoing issues.
- 12) N. Hernandez- Going to back to gap of time in employment- must keep an open mind for employees who have gap of time- she had one for when she went to Mexico. Has had students who get shamed for speaking up too late. Issues sometimes when it is a coach- students do not want to be seen in a bad way by a coach. Admins need to be more physically present.
- 13) A. Pentecost- Maybe ask freshman orientation group to include that in their orientation. Because sometimes students can get together and create a story so explanation of how students can engage with staff and what it is appropriate would be beneficial- explain the different levels. There are a lot of different approaches to explain appropriate behavior.
- 14) A. Bennett- When something happens students are embarrassed. All kinds of complicated emotions so we must continue to talk about it, so students feel more empowered.
- 15) M. Fishler- Academy period is a good idea and invite the Admins.
- 16) M. Fishler- Forgot to send the catastrophic leave policy- will table for next meeting.
- 17) E. Garcia- Participation has sky rocketed. A lot of electrical work; getting approved vendors. Working with different departments and with different waves of circumstances. So there has been a bit of delay. New cook- teachers have raved about his food. He will give us input on how to make this areas better- hot pods, etc. We would like to move ice machine; waiting on district approval swatches of tiles and painting. Approval for all proposed projects takes time.
- 18) N. Hernandez- Cafeteria is too far for some of the teachers. Is there a way for a module to be sent in that direction so that teachers can pick up food closer. Hot box section for teachers in the carts.

**Review of Board**  
**Approved**  
**Catastrophic**  
**Leave Policy**

**Teacher**  
**Cafeteria**  
**Upgrades**

**Wellness Center  
for Faculty/Staff**

**Action Items**

- 19) E. Garcia- That would be a good idea- need to figure out timing because of meals for kids comes first.
- 20) A. Pentecost- Opportunity for free meals after maybe 5 meals?
- 21) E. Garcia- Prices are already low so we need to play around with the process.
- 22) N. Hernandez- Maybe revamp the teacher lounges/copy rooms.
- 23) E. Garcia- Not supposed to have a microwave or refrigerator and must regulate. Working with plant manager to revamp the outdoor area. New furniture- working on it and the challenge is finding something that stacks well and gets put away well since rooms are also used as a MPR.
- 24) M. Fishler- Revamp the lounges/collaboration rooms. Nice chairs to sit. There are ways to revamp.
- 25) P. Sierer- Copiers are also not working properly. Breaking very easily.
- 26) A. Bennett- Vic is aware of it. Will ask Vic to send him a summary of status of copiers.
- 27) M. Fishler- Sometimes fixes them when he sees they are broken.
- 28) N. Hernandez- Maybe once a week an IT Tech can walk around and assure that the copiers are working properly.
- 29) P. Sierer- People assume that someone else put in a ticket. Upgrading collaboration rooms instead of wellness center for staff.
- 30) A. Pentecost- Are we doing something for final week?
- 31) A. Bennett- Yes.
- 32) P. Sierer- Will ask Sunshine club in next meeting.
- 33) N. Hernandez- What will be done regarding calendar because of the change in the unassigned day this semester.
- 34) A. Bennett- Taking feedback from staff on how to go about doing this.
- 35) M. Fishler- Will send catastrophic leave information for next meeting. Is there anything to be added?
- 36) A. Pentecost- Fundraisers (ex: chic fila- difficult for LGBTQ students) companies like this should maybe be vetted. This time around students chose but maybe will need to visit how this is selected.
- 37) A. Bennett- Must be balanced- if students select it, it is because they want to go there. students go there anyway- consider practical aspect of what will benefit the club.
- 38) N. Hernandez- If kids get to choose to go and they decide if they want to spend their money. If they like it, they will go. For example, In and Out is the same.
- 39) A. Pentecost- It was brought to me and I know it bothers some of my students. Maybe students should have a process on how they vet their idea.
- 40) A. Bennett- That opens up asking students to do research on every place.
- 41) M. Fishler- Will have staff add ideas on upgrade on collaboration rooms to make them look clean and nice.

<b>Adjournment</b>		<b>Presenter:</b>
<b>Background / information presented:</b>	Adjournment: Michael Fishler Meeting ended at 4:55 p.m. Next meeting: December 12, 2022	