



HR Committee Minutes

Committee/Team/Dept.: HR Committee	Human Resources COMMITTEE	Date/Time: September 18, 2023 3:50 pm	Location: Faculty Dining Room (FDR)
Meeting Facilitator: M. Fishler	Note Taker: S. Sedani	Background materials, texts, resources: May 2023 Minutes	

Call to Order/Roll call		Presenter: M. Fishler
Background / information presented: None		
Discussion:	Meeting called to order at Present Members: M. Fishler, A. Pentecost, C. Green, L. Haghi, M. Rubin, A. Bennett, K. Torres Absent Members: Visitors: R. Defronzo	
	Approval of Minutes	Presenter: Committee
Background / information presented: None		
Discussion:	Minutes: May 2023 Motion to approve: Fishler Seconded by: Green Action: Approved	
Open Communications		Presenter: Community
Background / information presented: None		
Discussion:		
<u>PENTECOST</u> ICE MAKER and WATER FOUNTAINS	<ul style="list-style-type: none"> • Staff concerns over the ice maker in FDR. • People have made comments on how safe/clean it is. • Who is responsible for having it cleaned or maintained? • Refillable water stations work sporadically. 	
<u>PENTECOST</u> HOW WE UPHOLD STUDENT CODE OF CONDUCT	<ul style="list-style-type: none"> • The boys' soccer team is extremely out of control. • Boys use N word, anti-LGBT comments, make fun of the LGBT flag. <ul style="list-style-type: none"> ○ Alex Arellano used to be the teacher on record. <ul style="list-style-type: none"> ▪ Had to take personal leave and go to the doctors. Felt like he was having a crisis. (Arellano gave permission to share, per Pentecost) ○ Dino is now the teacher on record for the boys' soccer team. • No adults seem to stand up to the students for their inappropriate conduct. <ul style="list-style-type: none"> ○ There is not enough support from administrators or other teachers. • They represent our school. Sports is the hallmark of BCCHS. <ul style="list-style-type: none"> ○ We have a code of conduct that we need to abide by. 	

	<p>Bennett:</p> <ul style="list-style-type: none"> • Culture was built from previous coach; bad habits were developed. <p>Pentecost:</p> <ul style="list-style-type: none"> • EB was fired from his own behavior, not because of the soccer boys. <p>Haghi:</p> <ul style="list-style-type: none"> • It is not just an issue of boys' soccer, it's all athletic teams. <p>Fishler:</p> <ul style="list-style-type: none"> • Discussion tabled for next HR Committee meeting.
<u>GREEN FACULTY RESTROOMS</u>	<ul style="list-style-type: none"> • The bathrooms now have air fresheners in them. • Some staff are sensitive to scents, and they have begun taking them off the wall. • There is no ventilation, so the scent stays in the bathroom and the smell is very strong. <p>Bennett and Rubin: Will go back and revisit to see if we should just remove them all. Rubin: Will try to find a happy medium.</p>

	Information Items	Presenter: M. Fishler
Background / information presented:		
<u>WELLNESS COMMITTEE</u>	Matthew Rubin will now be the HR representative for the Wellness Committee.	
<u>SUNSHINE COMMITTEE</u>	More people have signed up than ever before for Sunshine. Green claims numbers are close to 100 people.	
<u>DEPARTMENT MEETINGS</u>	Coffee and fruit cups are now being provided in the Wednesday dept. meetings.	
	Discussion Items	Presenter: Various
Background / information presented:		
Discussion:		
<u>HR</u>	<ol style="list-style-type: none"> 1. Matthew Rubin is our new HR director. He will be representing HR at the Committee Meetings. 	
<u>STAFF RECOGNITION</u>	<ol style="list-style-type: none"> 1. HR would like to recognize staff who are doing well. <ol style="list-style-type: none"> a. Normally people are scrutinized for doing things wrong, but rarely given recognition for doing good/honorable things. 2. Ideas on how to determine the staff members who should be recognized: <ol style="list-style-type: none"> a. Separate it by department to make it fair for everybody, since not everyone knows each other. <ol style="list-style-type: none"> i. BCCHS has about 16 departments. b. Staff nominate each other once a month. c. Make it like a raffle and HR randomly selects the nominees once a month. d. HR will coordinate the program. They will publicize the recognition. e. The prize will be a parking spot for the month. f. Could be like the upstander student award. 3. Pentecost suggested developing a platform for staff members to give shoutouts to other staff members. <ol style="list-style-type: none"> a. Example: "Good job leading the meeting today!" 	

**NEW TEACHER
MENTOR
PROGRAM**

- b. Will be public, everyone can see the shoutouts.
- c. M. Rubin said he will work on the google form and have it ready by this week. Will also be sent out to staff.

1. Rachel Thomasy is a mentor for new teachers.
2. The New Teacher Mentor Program is more focused on the buddy system and helping new teachers assimilate to the culture of BCCHS.
3. Teaching them how to do certain things, provide support, checking in, and providing companionship for new teachers.
 - a. Current teachers can check-in with their neighboring new teachers to make sure they don't need any extra support.
 - i. Could also be emotional support.
 - b. Pentecost suggested to organize it by hallway.
 - c. New teachers may feel as though they have limited resources if they do not know who to go to.

**CAFETERIA
PRICES**

1. More expensive prices, and less food.
 - a. Chartwells went a couple of years without changing the price of food, so they are trying to adjust to inflation and the cost of food.
 - b. Chartwells is also using compostable packaging.
 - c. Catering:
 - i. Differences between the two types of service.
 1. Option 1: bring the food and drop it off in packaging.
 2. Option 2: caterers serving the food.
2. Monday Free Coffee is no longer being offered.
 - a. Chartwells donated the free coffee service for the 22-23 school year.
 - b. Chartwells can no longer afford it.
 - c. Ari is coming up with ideas on how to provide coffee to staff.
3. Pentecost proposal:
 - a. Meal plan options
 - i. Purchase prepaid meals – purchase 25 meals at a discounted price.
 - ii. Use a stamp card.

**COLLABORATION
AREAS**

1. Collab rooms will soon have water machines and Keurigs (Bennett)
2. Teachers can give feedback on what type of furniture is wanted in the collaboration rooms.
 - a. All the collab rooms are different.
 - b. Fishler: The collaboration areas should be personalized for the teachers/staff who use them the most.
 - c. Catalog for furniture can be found online.
 - i. Invite teachers to take a vote on what they want in the collaboration rooms.
 - d. Fishler: wants to go to collab rooms with the committee to plan on how they should be furnished/customized for teacher needs.

<u>TEACHER CAFETERIA</u>	<ol style="list-style-type: none"> 1. In Spring 2023, the FDR committee had agreed to paint the walls and change the tiles over the summer. 2. There was a pause in operation due to lack of staffing over the summer. 3. Kristine will now be in the FDR committee meetings in place of Evelyn. 4. Tommy is the admin in charge of the FDR committee.
<u>POINTS / RETIREMENTS / SALARY</u>	<ol style="list-style-type: none"> 1. FAQ sheet to be added to collab rooms for teachers who want information, 2. Suggestions it accessible via QR code so teachers can easily scan it and access the website. 3. Content will include FMLA, leave, salary advancement, retirement, benefits, general HR questions.
<u>END OF THE YEAR FESTIVITIES</u>	<ol style="list-style-type: none"> 1. Do recognitions for staff who have been here 5 years, not just 10 years. 2. There will be food. 3. Suggestion to have staff celebration days at the end of the month on Fridays? <ol style="list-style-type: none"> a. Pentecost suggests doing things more often for staff that are positive. 4. Ari and Kristine to work out a budget to do more staff appreciation events. <ol style="list-style-type: none"> a. Fishler: Suggested to choose 4 main events in the school year to celebrate instead of doing once a month events. (Example: Mother's Day)
<u>SEARCH FOR NEW HR COMMITTEE CHAIR</u>	<ol style="list-style-type: none"> 1. Looking for a new HR committee chair. 2. Ari will advertise it in his update. 3. Fishler will continue to be HR Committee Chair until we find someone new.
<u>FOLLOW UP ITEMS</u>	<ul style="list-style-type: none"> • Student Code of Conduct – how do we uphold the student code of conduct? Especially with our athletic students. • Who is considered a voting member? • Staff shoutouts are to be started week of 9/18. Rubin will report back with more information. • Faculty Concerns – air freshener in bathroom, ice makers, water fountain malfunction. • Determine the list of teachers who are willing to be “buddy” to new teachers and then organize it by hallway. “Hallway buddies” • FAQ – HR QR Code • FDR Committee – Fishler will ask Elmore when next meeting is.

	Adjournment	Presenter: Fishler
Background / information presented:	Adjournment: Fishler The meeting ended at: 5:10 Next meeting: October 2023	