

## **Minutes of February 13, 2020 Governance/HR Committee Meeting**

Attendance: John Dagianis, Don Lebrun, Lisa Petralia, Amy Bottomley  
absent: Barbara Halevi

**1. Contracts:** Barbara, Lisa and Amy reviewed contracts as a subgroup. They are Looking to propose to our committee making contracts a bit more uniform in 4 categories and better defined into Exempt and Non-exempt. Categories would be:

- Director
- Teachers & Susannah
- Salaried non-exempt including Adm. Asst.
- Paras non-exempt

More info. at our next committee meeting.

**2. Director Evaluation:** Reviewed Director's goals, the completed Evaluation Rubric and Survey of staff. Overall very positive feedback reflected in the 10 categories outlined in staff survey. Rubric indicated excellent progress in Director meeting her individual goals, as well as job description expectations outlined in Rubric. Committee requested the Director worked further on adding a goal and item in rubric to reflect her making efforts to not only understand IT applications to student learning, but also make strides in better understanding the intricacies of the overall IT picture relative to hardware and security.

**3. Alcohol and Drug Free Workplace Policy:** Discussed at length the issue of providing those non-convicted suspended with pay and then receiving a hearing following adjudication and, if necessary, terminate staff member.

Reviewed draft policy submitted by Tom from CS Alliance. Considered review of another District's and charter school policy.

Further action deferred until next meeting Feb. 20 and Barbara's comments.

**Motion:** To adjourn: Don Lebrun, seconded by: Lisa Petralia, Action: Passed unanimously

## **Feb. 20. 2020 Meeting Minutes**

Attendance: Lisa, Don, John, Tom M., Amy

### **1. Employee Contract**

The committee spent time reviewing the MACS teacher employee contract and finalized a draft pending final answers from Atty.

Among other things Include reference to RSA 189-A in termination with or without cause wording

Update info systems rules of behavior regarding use and protection of school computer to reference attached new tech use policy.

Points to consider for future review next year:

Review personal hours/sick bank clause next year

Review if enough professional development funds set aside

### **2. Adm. Asst. Contract**

Lisa will again review exempt and non-exempt definitions with Atty, Marr

Adjust vacation language to include July 4th week.

Lisa will review contract questions with Dan Marr and Amy on/before March 6.

**3. Health Benefits:** Lisa reports that presently it appears the cost will be a guaranteed increase of no more than .9%

Request Barbara conduct a quick review of overall contracts with Lisa for clarity of language and formatting purposes.

**Motion Approve Contracts:** John makes motion to approve amended staff contracts pending further confirmation from Atty. Don seconded the motion. Unanimous approval

**Motion Approve Directors' Contract--**John makes motion to approve Director's contract as amended with modest raise in salary pending Fin. Comm final approval, Second: Don Passed Unanimously

**4. Drug and Alcohol Free Workplace policy:** After review of earlier draft, a charter school and local districts policy we need to still work on Drug and Alcohol Free Workplace policy. Perhaps Barbara could review RSA and provide guidance on best option.

Adjourn Motion: Lisa , Seconded Tom Passed Unanimously