**HRAC Meeting Minutes**

**Monday, December 4, 2023**

**Gatehouse Administration Center Room 1600**

**5:30 p.m. to 7:30 p.m.**

HRAC Charge: HRAC will make recommendations to improve practices used by FCPS leadership at school & district levels from the lens of professional/ business acumen, data integrity, diversity & inclusion to improve FCPS’s national & international competitive standing as it relates to compensation.

HRAC Norms: Punctual \*Prepared\* Participatory \*Positive\* Productive\* Present\* Speak up

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| **Time** | **Topic** | **Facilitator** |
| 5:30 p.m. | Welcome   * Call to Order * November Meeting Notes (Vote) | HRAC Co-Chair  Laverne Henson |
| 5:45 p.m.-7:10 p.m. | Committee Business   * New Member Selection * Competitive Compensations Inquiries * HR Staff Priorities * School Board Request * HRAC Assumptions and Constraints * Committee Assignments | HRAC Co-Chairs  Laverne Henson & Leonard Bumbaca |
| 7:30p.m. | Call for Motion to Adjourn | HRAC Co-Chair  Leonard Bumbaca |

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| --- | --- |
| Committee Member | Represents |
| Dr. Sherry Agnew-Scott | Asst Superintendent of Human Resources |
| Amira Bouhsane | Student |
| Leonard Bumbaca | Mason District |
| Idanishia Cairo | Dransville District |
| Mimie Dash | Providence District |
| Anita Guyther-Branch | Abrar Omeish -At Large |
| Laverne Henson | Karen Keys-Gamarra – At Large |
| Janet’Lare O | Rachna Sizemore Heizer – At Large |
| Dionne McGlothin | Sully District |
| Stephanie Paduano | Hunter Mill District |
| Haile Russom | Franconia District |
| Angela Thompson | Mount Vernon District |
| Visitor |  |
| Jean Marie Nagle | Fairfax Teachers Ass. |

Meeting called to order at 5:40pm by Laverne Henson HRAC Co-Chair

October 13, 2023 meeting minutes were approved

**Introductions:**

A brief introduction was given by Laverne Henson, highlighting ground rules and focusing on keeping a positive environment where we can accomplish committee goals.

**I, Organizational change impact to Benefits.**

**Ms Mimi Dash**. Expressed concern about moving Benefits from HR to Finance. She wanted the committee to know that Benefits is something that should be appropriately addressed in this form, even though Benefits is no longer under HR.

The benefits concern prompted Ms. Stephanie Paduano to ask why are benefits no longer under HR.

Dr Sherry Scott responded “being that it’s funding it’s been moved under Finance”.

Ms Angela Thompson stated that she agrees with Benefits being in Finance.

**II. School Board Response to Employee’s Bill of Rights**

**Ms Mimi Dash.**  Expressed concern about Employee’s Bill of Rights and how it seemed that none of the recommendations coming from this committee is being implemented.  She mentioned that there’s a committee here that’s appointed by the board members but yet when the committee comes up with recommendations or reports no feedback is given back to the committee from the school board on the reports. She made a point of saying “how do we know that we are making a difference”; we aren’t seeing the impact of our work that we are doing here in this committee. Her suggestion was for the committee to try to influence the “top-down approach”.

**III. Customer Service Response Time**

**Ms Jeanmarie Nagle.**  Expressed discontent with teachers not being able to call “Gatehouse” due to conflicting schedules between the teachers & Gatehouse hours of operation, specifically elementary teacher. An example mentioned was when elementary teachers have free time to call after they are done in the classroom, they are not getting an answer from Gatehouse.

Dr Scott acknowledged the fact that communication channels need to be improved. She mentioned that there have been some issues with employees not going through the proper channels when they have a concern, so a lot of times the concern may not be addressed/ answered in a timely manner.

MsJanet O'Lare recommended that FCPS establish and maintain a useful organization chart so it is easier for personnel to get in contact with the appropriate office when they have a concern. She mentioned that teachers are expected to respond back in 24hr, therefore the same expectation should be in place for “Gatehouse”.

**IV. Exit and Stay Interviews**

**Haile Russom.**  Asked about exit interviews and discussed who’s giving these exit interviews and stay interviews. The question was asked what will keep teachers?

Dr Sherry Scott stated that “stay interviews” are in place and are not done when the employee is leaving, but while they are actively teaching.

Haile Russom mentioned that top performers should not be the only personnel allowed to do the “stay interview”.

Dr Scott responded, “we purposely didn’t ask principals to provide interviewers”. We have a process in place in which random selections of interviewers are selected to interview.

Student representative Amira reminded us all of the importance of teachers not getting “burn out”.

**V. Communication and Public Awareness**

**Ms Angela Thompson**. Asked “How are you able to share the HR current state?” Dr Sherry Scott replied, “we speak in generalizations, we use data and numbers to provide facts”. School district that’s much smaller have more personnel in various areas of HR then FCPS. Comparison shows that the current personnel are operating under almost impossible conditions.

**VI. Instructional Services**

**Ms Angela Thompson**. Stated loss of institutional knowledge is a big part of the issues. Ms Angela Thompson stated we need to look at what’s the role of instructional services in staff retention. Mr. Leonard Bumbaca suggested that the Assistant Superintendent for Instructional Services be invited to discuss this dimension of the work environment and how it impacts staff morale.

Mr. Leonard Bumbaca asked is there a set of standards or is that in the works? Dr Scott replied We are working on a structure and, once the structure is in place we can get to the standards.

Dr Sherry Scott stated we need to find time for development.

Student Representative Amira stated she like the fact that FCPS gives kids opportunities to voice their opinions.

Dionne McGlothin stated that students have very creative ideas that should be tapped into to complete major process flow mapping and other technology needs.

Ms Mimi Dash expressed her concern about new hires and how they are overwhelmed with all of the in-processing that they have to do. Great beginnings are overwhelming the teachers just want to go into the class room and teach.

**VII. Strategic Planning and Priority Implementation**

**Ms Laverne Henson** rolled the conversation back to the superintendent’s number 1 priority which is a part of the “Strategic plan”, she asked “how do we align the current services to ensure this happens”? Dr Scott, stated the process improvements will help with many aspects of HR. A process flow mapping will be key to the change and hopefully the new automation will help.

Ms Laverne Henson went on to ask what are the things we can help with, knowing that budget will drive the actions. Dr Scott replied, process improvement would be the #1 priority. We can take it in small chunks.

Dr Sherry Scott stated she can take the information back to the process mapping consultants and provide process flow to the committee for review and analysis.

Mr. Leonard Bumbaca noted that there seem to be two aspects to the scope of HR’s responses to organizational demands, short and long term. In the short term, processes are being explored to deal with immediate concerns using only the resources currently in place. In the long term, a multi-year arc (3-5 years) needs to be identified to bring HR to a position where it can provide world class support to a world class school system. Leonard Bumbaca expressed concern that this “long view” may not be realized, given the frequent shifting of personnel and priorities.

Ms Mimi Dash stated the committee should testify in front of the school board during the budget meeting on the some of the concerns raised. Ms Laverne Henson and Mr. Leonard Bumbaca expressed their readiness to entertain the idea provided a means was set up for them to speak on behalf of the committee.

**VIII. Public/Community Engagement**

**Ms Laverne Henson and Mr. Leonard Bumbaca** stated we are missing some community representative and recommend extending an invitation to the public/ community to join this committee to address compensation and a robust benefit program.

**Request for School Board**

(1) To provide additional associate members and other districts that are not represented and School Board Liaison

(2) To provide a response on the 2022-2023 HRAC report results and attend the January meeting to address a way forward with 2023/2024 with the current charge and last year recommendations.

(3) Request for School Board/Superintendent attendance at the February meeting

**Committee Action Items**

(1) Provide process mapping flow to the committee. – HR

(2 Invite Instructional Services at a HRAC meeting. - HR

(3)Invite public to participate in HRAC meetings. - **HRAC**

(4). Develop a list of HR Priorities for School board discussion and vote on items impacting the budget such as professional development, etc. **HRAC**

(5) Schedule a mid-year review with the school board members. - **HR/School Board Liaison**

**Next meeting; January 8, 5:30-7:30p.m. Gatehouse Administration Center Room -5055**

* Introduction of new School Board Liaison
* Confirm HRAC Charge

Wrap Up/Call to Motion to Adjourn: 7:16 p.m.