
Seven Hills Preparatory Academy Human Resources Committee meeting minutes - April 17, 2023 via google meets

Approved by the board on May 4, 2023

Committee Members:

- ✓ Carolyn Farrell
- ✓ Molly Lee
- Leah Lellman
- ✓ Brent Peterson
- ✓ Kelly Ryan
- ✓ Hadley Sayotovich
- Martine Walker
- Celeste Wiederholt

Also present: Marcos Barrios

Mission

Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare *each one* for strong citizenship and life-long learning.

Human Resources Charter

The Human Resources Committee is a committee of the School's Board of Directors. The purpose of this committee is to review specific Human Resource functions and other topics as assigned by the board of directors and make recommendations to the Board regarding the appropriate actions to take. Common topics that may be discussed by this committee include general personnel functions such as employee compensation and benefit structures, staffing practices such as recruiting and retaining staff, and the evaluation of overall staff culture and parent satisfaction. The committee should refrain from handling specific employee concerns, which are handled by the administration. The committee shall strive to secure membership on the committee of volunteers with experience in personnel management and organizational equity. The committee shall meet at a frequency determined by the chair as necessary to accomplish its goals.

1. Discussed Policy 506, Carolyn will continue to review attorney recommendations
2. Discussed Parent Survey with Marcos, updated survey will go out on April 24th
3. Policy 905 reviewed, good as is and no changes needed
4. Policy 530 reviewed, recommend changes as amended (parent/guardian and delete duplicate wording)
5. Policy 806 discussed, Brent will update this policy for next meeting

6. Future agenda items: continue to update policies, exit interview updates, Employee and Family Handbooks
7. Fist to five: two 4s

Recommendations to SHPA board of directors

1. Recommend approval of the April 17, 2023 HR committee meeting minutes
2. Recommend approval of updated policy 530