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**Seven Hills Preparatory Academy Human Resources Committee meeting minutes - July 18, 2022**  
**Approved by the board on 8/4/22**

**Committee Members:**

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

**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. Review and edit the Student and Family Handbook
2. Review and edit the Employee Handbook
3. Future agenda items
  - a. Family and Staff survey results
  - b. Decide on a process to review HR policies over the upcoming year
4. Fist to five: 1 five and 3 fours

Recommendations to SHPA board of directors

1. Recommend approval of the July 18 2022 HR committee meeting minutes
2. Recommend approval of the Student and Family handbook
3. Recommend approval of the Employee Handbook