

Seven Hills Preparatory Academy Human Resources Committee meeting minutes - September 29, 2022 via Google Meets

Approved by the board 10/6/22

Committee Members:

- ✓ Teron Buford
- ✓ Carolyn Farrell
- ✓ Molly Lee
- ✓ Leah Lellman
- ✓ 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 of data from the past years exit interview surveys
 - a. received 8 of approximately 30
 - b. discussed primary reasons for leaving, recommendations, if they would choose to work at Seven Hills in the future
 - c. discussed ways to improve exit interview surveys and participation
2. Reviewed updates to 2022/23 Employee handbook and appendices

3. Reviewed and Updated policy 504
4. Reviewed and Updated policy 508
5. Future agenda items: Continue review of HR policies, review updates to insurance/benefits, assess PTO pilot project, update staff/parent surveys, update exit interview
6. Fist to five: five 5s and one 4

Recommendations to SHPA board of directors

1. Recommend approval of the September 29, 2022 HR committee meeting minutes
2. Recommend approval of updated 2022-2023 employee handbook and appendices
3. Recommend approval of updated policy 504
4. Recommend approval of updated policy 508