

**Seven Hills Preparatory Academy Human Resources Committee meeting minutes -February 12, 2023 via google meets**

**Approved by the board on March 2, 2023**

**Committee Members:**

- ✓ Carolyn Farrell
- ✓ Molly Lee
- ✓ Leah Lellman
- Brent Peterson
- ✓ Kelly Ryan
- ✓ Hadely 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. Reviewed teacher job descriptions
  - a. awaiting feedback from middle school teachers
2. Policy review
  - a. attorney reviewed annual policies - policies have been given to attorney, waiting for their review
  - b. Policy 505 - no recommended changes
  - c. Policy 511 - recommend fix spelling of preparatory in title
  - d. Policy 516 - recommend revisions
  - e. Policy 424 - recommend discussion with board with current practices

3. Future agenda items: employee/student handbooks, finalize parent surveys, update exit interview process, continue policy review, continue assessment of PTO pilot project
4. Fist to five: Four 4s and One 5

Recommendations to SHPA board of directors

1. Recommend approval of the February 12, 2023 HR committee meeting minutes
2. Recommend approval of policy 505 as is
3. Recommend approval of updated policy 511
4. Recommend approval of updated policy 516
5. Recommend approval of policy 424 as is