
Seven Hills Preparatory Academy Human Resources Committee meeting minutes -May 15, 2023 via google meets

Approved by the board June 1, 2023

Committee Members:

- ✓ Carolyn Farrell
- ✓ Molly Lee
- ✓ Leah Lellman
- ✓ Brent Peterson
- ✓ Kelly Ryan
- ✓ Hadley Sayotovich
- 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. Exit interview update: the exit interview questionnaire was updated to a google form so exiting employees can fill out easily and anonymously. The new HR manager may update the questionnaire next year.
2. 2023/24 Employee and Family handbooks: Family Handbook will be reviewed by Kelly, Hadley and Brent; Employee handbook will be reviewed by Leah, Carolyn and Celeste. Hadley will be the point person until a new HR chair is named in July. These handbooks need to be approved in the August board meeting
3. Policy 614 reviewed and no changes necessary

4. Policy 904 reviewed and no changes necessary
5. Policy 806 has been redrafted to include general safety guidelines that need to be in the more specific safety plan. The specific safety plan will need to be updated yearly by administration and should not be shared publicly.
6. Policy 506 updated as per attorney's recommendations
7. Future agenda items: approve 2023/24 handbooks, review of policy 612.1, review of policies from 2020, review/update exit interview questions, review staff survey results, review progress toward 1 year objectives
8. Fist to five: 1 three, 2 fours, 2 fives

Recommendations to SHPA board of directors

1. Recommend approval of the May 15, 2023 HR committee meeting minutes
2. Recommend approval of updated policy 806
3. Recommend approval of updated policy 506