

**Seven Hills Preparatory Academy Human Resources Committee meeting minutes -August 15, 2022**

**Approved by the board September 1, 2022**

**Committee Members:**

- ✓ Teron Buford
- Carolyn Farrell
- ✓ Molly Lee
- Leah Lellman
- Marla Martin
- ✓ Brent Peterson
- Kelly Ryan
- 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. Assessed the current HR policies, which ones need to be reviewed according to 3 year review and decided to assign a policy to each committee member to review for each meeting
2. Reviewed data from parent and staff surveys
3. Future agenda items: review hr policies, updating staff and parent surveys, assess PTO pilot project, review staffing and retention
4. Fist to five: 2 fours and 2 fives

Recommendations to SHPA board of directors

1. Recommend approval of the Aug 15, 2022 HR committee meeting minutes