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**Seven Hills Preparatory Academy Human Resources Committee meeting minutes -January 12, 2023**

**Approved 2-2-2023 By Board**

**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. advised to get input from various teams, then will revisit next meeting
2. Discussed PTO pilot project
  - a. staff and administration like not having to justify days off
  - b. clarified use of banked days, carrying over banked days year to year
  - c. will analyze data from PTO question on staff survey

3. Discussed status of 2022 1 year goals
  - a. Analyze strategies to continue to retain high performing employees: yes we are analyzing strategies including PTO project, staff surveys, exit interviews
  - b. Advance recruitment in shortage areas and increase the percentage of staff of color at each campus: Increased staff of color at BC, stayed same at RC
  - c. Ensure a high functioning administrative leadership team that promotes a healthy, communicative, responsive and motivational work environment: A lot of change this year with Exec director position and change in org chart
4. Discussed board approved 3 year goals for staffing
5. Discussed ideas for 2023 1 year goals
  - a. assess PTO pilot project
  - b. update staff and parent survey
  - c. update exit interview process/questions
6. Future agenda items: policy review, analyze PTO pilot project, update surveys, update exit interview, update handbooks
7. Fist to five: Five 4s and Two 5s

Recommendations to SHPA board of directors

1. Recommend approval of the January 12, 2023 HR committee meeting minutes