
SHPA HR Committee Meeting – October 10, 2018

Approved by the board November 1, 2019

Attendees:

Lisa Barnidge
Lisa Carlin
Carolyn Farrell
Molly Lee
Sara Nue
Carl Schlueter
Dan Woodle

Absent:

Nick Freiheit
Celeste Wiederholt

Other Attendees: n/a

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 Committee Charter

The Human Resources committee is a committee of the School Board of Directors. The purpose of this committee is to review specific topics as assigned by the board of directors for the purpose of making a recommendation to the board of the appropriate action to take. Common topics that may be discussed by this committee include common personnel functions such as compensation and employee benefit structures, staffing practices such as attracting and retaining staff, as well as communications among employees. The committee should refrain from handling specific employee performance concerns; those should be handled by the executive director in coordination with the full board of directors.

1. Reviewed the Strategic plan goals for Human Resources
 - 100% retention in administration, gen ed 92%, office staff 88%
 - Recruitment - had a booth at a fair at the convention fair that helped recruit 2 staff, early adopter of Indeed, have a referral bonus
 - Staff Council PD - all new staff classical conference, math and curriculum alignment, SpEd paras working on 17th, office staff will have a joint meeting, all staff had the choice, Equity team creating PD for first 1/2 day
2. Discussed work and focus for current year
 - Look at school culture and ensuring a positive atmosphere for teachers

- Asks for an insurance refresher for teachers again
 - Look at data regarding substitute costs and usage for PTOs
 - Continue to look at recruitment efforts
 - Review snack list
3. Reviewed Calendar
- Would like to add a review of staff retention data to the annual calendar in October for the HR committee

Recommendations to SHPA Board of Directors

1. Recommend approval of the October 10, 2018 HR Committee meeting minutes, as amended