

SHPA HR Committee Meeting – April 20, 2019

Approved by the board May 2, 2019

Attendees:

Lisa Barnidge
Molly Lee
Carl Schlueter
Kerry Tieman
Dan Woodle
Celeste Wiederholt

Absent:

Carolyn Farrell
Sara Nue

Other Attendees:

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 Snack List
 - Ensure no baked goods are included
 - Include information on labels changing

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- Have a Healthy Snack (daily classroom) with a section for Special Treats (birthday and holiday)
 - Change title from “Approved Snack List” to “Peanut/Tree Nut Free Snack List”
 - Mr. Schlueter informed of a grant we received regarding public health
2. Handbooks
- Did a thorough review 2 to 3 years ago
3. Hiring update for next year
- All positions have been posted
 - Interviews have been taking place
 - Went to the job fair
4. Fist to Five
- Fives = 4
 - Fours = 2
5. Future Agenda Items
- Review edited snack list
 - Continued review of Employee and Parent Handbooks
 - Look at data regarding substitute costs and usage for PTOs
 - Continue to look at recruitment efforts

Recommendations to SHPA Board of Directors

1. Recommend approval of the April 20, 2019 HR Committee meeting minutes as amended