PUBLIC MEETING MINUTES

Seacoast Classical Academy Chartered Public School
Meeting of the Human Resources Committee
Friday, July 18, 2025 - 12:00PM
Seacoast Classical Academy - 53 Carlton E Sockwell Way, Newton, NH
Notice posted by 17 July 2025 on the door at 53 Carlton E Sockwell Way, Newton
and at https://seacoastclassical.org

Non-Public Session may be called at any time in accordance with RSA 91A:3 II.

1. Call to Order - KR called the meeting to order at 12:06PM.
2. Public Comment - None.
3. Business
    a. Discuss employee welcome & onboarding process -The committee reviewed the New Employee Checklist and discussed best practices.
    b. Discuss employee exit interview process - work in this area will be a medium to long range project.
    c. Review benefits package for employees (per request of Joe Patuleia) - The committee reviewed the current HRC and 401K offerings.
    d. Review grievance process - The committee reviewed policy ACG-Grievance Process.
    e. Discuss publicizing the committee amongst the employees - The HR Committee should be shared by Administration to Faculty and Staff noting that meetings are open and public. The purpose of the HR Subcommittee is being a support to the Board and SCA Administration in overseeing and guiding human resources policies, practices, and strategic planning that ensure the school recruits, retains, and supports high-quality personnel. The subcommittee will provide informed oversight, help align HR practices with the school's mission and legal compliance, and work to promote a positive and equitable work environment.
    f. Discuss HR role in global academy communication - as above, the HR committee will function as a support to the SCA Administration and Board of Trustees in streamlining communication.
4. Future Agenda - Employee Handbook.
5. Public Comment - None.
6. Adjournment - LA moved to adjourn. KM seconded. The meeting adjourned at 1:22PM.