PUBLIC MEETING MINUTES

Seacoast Classical Academy Chartered Public School
Human Resources Committee
Monday, February 16, 2026, 2:30PM
Seacoast Classical Academy Public Chartered School
Notice posted by 15 February 2026 on the door at 53 Carlton E Sockwell Way, Newton, NH and at https://seacoastclassical.org

Committee Members in Attendance: Kate Riddell - Chair, Katelyn Marchassault, Linda Allard

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 2:38PM. LA seconded. 3-0 Approved.
2. Public Comment - None.
3. General Correspondence - None.
4. Paid Time Off (PTO)
    a. The committee discussed the Academy's current Paid-Time-Off (PTO) policy. Members reviewed overall structure, implementation practices and areas that warrant clarification.
    b. The conversation also included consideration of best practices among similar schools and business of our institutions, as well as a high-level review of applicable requirements under the Family and Medical Leave Act (FMLA) to ensure alignment and compliance.
    c. The committee agreed to gather additional information and insight from other resources before making specific recommendations. A draft policy revision will be authored following this research phase for further review and discussion at a future meeting.
5. Adjournment - KR moved to adjourn the meeting. KM seconded. 3-0 Approved. The meeting adjourned at 3:06PM

DRAFT