

APPROVED



# Explorations Charter School

## Minutes

### Personnel Committee Meeting

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#### Date and Time

Thursday April 6, 2023 at 11:00 AM

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#### Committee Members Present

Hilary Paden, Sarah Annis Haynes

#### Committee Members Absent

Melony Brady-Shanley

#### Guests Present

Jill Johnson

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#### I. Opening Items

##### A. Record Attendance

##### B. Call the Meeting to Order

Sarah Annis Haynes called a meeting of the Personnel Committee Committee of Explorations Charter School to order on Thursday Apr 6, 2023 at 11:00 AM.

#### II. Update Employee Handbook

- ##### A. Employee Handbook to be updated. Hilary and Sarah will share edits with Jill. To then be approved by the Board.

**B. Add Voluntary Leave Administration 45-60 days ?**

This will be added under "Separations" in the employee handbook

**III. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:00 PM.

Respectfully Submitted,  
Sarah Annis Haynes