

DRAFT



The Meliora School

Minutes

Personnel Policies Working Session

Operations Committee

Date and Time

Tuesday March 10, 2026 at 7:00 PM

Location

Personnel Policies Working Session

Tuesday, March 10 · 7:00 – 9:00pm

Time zone: America/New_York

Google Meet joining info

Video call link: <https://meet.google.com/aeg-xvog-auv>

Or dial: (US) +1 260-383-1193 PIN: 518 921 654#

More phone numbers: <https://tel.meet/aeg-xvog-auv?pin=7735887329784>

Committee Members Present

L. Hooda (remote), P. Flinch (remote), Z. Mahmuda (remote)

Committee Members Absent

C. Keck

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

L. Hooda called a meeting of the Operations Committee of The Meliora School to order on Tuesday Mar 10, 2026 at 7:00 PM.

II. Operations

A. Review and Finalize Personnel Policies

L. Hooda made a motion to recommend approval of the below list of policies to the board.

P. Flinch seconded the motion.

- Complaints, Grievances, and Whistleblowers (Organizational Policy)
- Benefits & Leave
- Code of Ethics & Professional Conduct for Employees
- Corrective Action, Discipline, & Separation
- Employee Complaints & Grievances
- Mandated Reporting
- Personnel Records & Confidentiality
- Technology & Acceptable Use
- Work Schedules, Time Keeping & Attendance

The committee **VOTED** unanimously to approve the motion.

B. Next Steps

9 more policies to go - will continue to review during operations committee meetings.

Notes to be provided to Academic and Finance Committee of policies they need to review and approve given cross references.

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 9:00 PM.

Respectfully Submitted,

L. Hooda