

Personnel Committee Agenda

Sept 23, 2019

4:30-5:30

Room 5C

Members: John G, Jeff E, Jessie H, Heather R, Lisa A and Cody S (This committee must include the Director, the Chair, the Vice Chair and others as needed.)

Purpose: To create an evaluation process for the Director. And to provide input/feedback so that the Director can create and/or modify evaluation procedures for all other staff members, including the administrative team, teachers and EAs.

Remember: This is a BOD Committee, so we do have to abide by open meeting laws, therefore, agendas and meeting notes will be published. This Committee is open to the public but is not charged with conducting the evaluations of any individuals. We are just creating and/or working with the evaluation processes. So we will try to refer to the positions, and not the people in the positions.

1. Select a chair
2. Select a notetaker
3. Get copies of all current job descriptions (John, can you share these with us electronically before the meeting or provide a paper copy at the meeting? Thanks!)
4. Determine a list of task/priorities

Here is an initial list of possible tasks, we can add/modify this at the meeting and overtime:

- a. Create a timeline for the Director's evaluation process (I have attached a few possible ones, just so that we can have something to start with)
 - b. Look at the Director's job description (attached)
 - c. Look at the Director's goals (attached)
 - d. Create surveys for the Director's evaluation
 - e. Align the forms that the BOD completes with the Director's Goals and responsibilities
 - f. Review and update job descriptions of the Assistant Directors
 - g. Create surveys for the Assistant Director's evaluations
 - h. Create new job descriptions by _____ (unless everyone already has one)
 - i. Review and update all job descriptions by _____
 - j. Create a document that will go forward to future BODs, so that they do not have to recreate these structures.
5. Make a list of questions for the lawyer and schedule a conference call, as needed