

Personnel Committee Agenda  
February 24, 2020  
4:30-5:30  
Room 8C

Members: John G, Jeff E, Jessie H, Heather R, Lisa A, Shannon F, Tom J  
Attendees:

### **Guiding Principles:**

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. We will be creating an evaluation for the position, not a specific person.

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.

### **Our list of goals:**

1. Every position should have a job description
2. Every position should have some form of goals
3. Every position should have an evaluation process
4. Lastly, look at/rewrite hiring process

### **The following list is what we will look at first starting with the Director's job, and then moving down through the administration, teachers, staff, EAs and others:**

- ~~1. Create timeline for Director's evaluation process~~
- ~~2. Look at Director's job description~~
3. Look at the Director's goals
4. Create surveys for Director's evaluation - Should we do this, or should each BOD figure this out?
5. Align the forms that the BOD completes with the Director's goals and responsibilities

### **Make a list of questions for the lawyer and schedule a conference call, as needed**

### **For this meeting:**

1. Compare the Job Description to the Competencies
  - a. Are there items that overlap?
  - b. Are there items missing?
2. Determine a template (process) for evaluation? What should be included and how much each item be weighed?

Director GOALS categories:

- A. General
  - B. Organizational
  - C. Leadership Development
  - D. Add in section on “competencies” to include positives? How do we do this?
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- 3. How should the goals be determined?
  - 4. Next Meeting: March 23 at 4:30-5:30