

## Personnel Agenda

Friday, 05/01/2020 at 8:30am (via Zoom)

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

Attendees:

### **Actions for the next week for this committee:**

- Start working tonight on proofing the “Self Evaluation” forms for: 1) Teachers; 2) Admin staff (includes Administrators); 3) EAs. (Heather converted forms to Google Docs and send them out to everyone on this cmte)
  - Share comments by Wed. 11:59pm
  - **Meet on May 1st at 8:30am** (via Zoom)
- Then need to explain to all staff about this form on **Monday, May 4 (tentatively at 9:30am)**

1. Review the Documents
  - a. Teachers
  - b. EAs
  - c. Administrators and Staff
2. Finalize the Process for this year:
  - a. If it is a self-evaluation process this year, would administrators complete it as well? Is a self-evaluation different from a regular evaluation?
  - b. My interpretation from the last meeting:
    - i. Staff complete
    - ii. Administrators complete
    - iii. Staff meet with building administrator and discuss
    - iv. Each person gets copies of both documents
    - v. Both documents go in the permanent file and stay there while staff members are at MSA. They are destroyed when staff members leave.
    - vi. Next fall, use the document to help staff create professional goals for next year? This doesn't match the handbook- but more about that later.
    - vii. Next school year, before spring break(?), both sides complete the form, meet and discuss the form. If people are having their contracts renewed, this would be a good time to tell them as well.
3. What will the process look like next year?
  - a. My interpretation is that the process would be the same?
4. What will appear in the handbook for the 2020-2021 school year
  - a. Can all of the conferences be complete in the next two weeks? Then this committee could meet on May 15, and finalize the documents before the Board meeting.
  - b. If not, how should we address it in the handbook?

- i. Put in what we have and just use it, as is next year, even if we find out by June that some of the language is unclear. I think this is what we decided?
    - ii. Put it in the handbook and then have an addendum or change it later?
    - iii. Not put it in the handbook and just refer to it.
  - c. The process in the handbook is unclear.
    - i. Page 18= two separate processes are listed
      - 1. Teacher Development and Evaluation
      - 2. Job Performance Review (I feel that what I described above fits this?) But if it is then we should change the names so they fit.
    - ii. Pages 31-34 = two separate processes, but mixes elements together
      - 1. Teacher Development and Evaluation; This mixes everything together:
        - a. Goal Setting
        - b. Observation cycle for new and established teachers
        - c. Teacher Growth Plan
        - d. PIP
      - 2. Job Performance Review: Or should the goal setting go here?
      - 3. Does a growth plan come from a lack of development, or you're not a good fit on your Job Performance Review? I think both? Could a person be not invited back because of a poor job performance review, but never have been on a growth plan or PIP? Which one does the 'discipline' come from?
      - 4. Side note: 3rd week of April? It was spring break before? Why is it so late for the employees, when the director is the end of March?
- 5. What will be rolled out at the staff meeting on Monday? Does everyone know about the staff meeting? Or have other Distance Learning teams already scheduled meetings during that time?
- 6. Next meeting?