

Personnel Committee Agenda and meeting notes (in red)
Sept 23, 2019 (future meetings will be the last Monday of every month)
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.)

Present for meeting: Lisa; John; Tom; Jeff; Jessie; Heather

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.

1. Select a chair (**Lisa**)
2. Select a notetaker (**Jessie**)
3. Get copies of all current job descriptions (**John has shared these with everyone**)

John: We should be organized in our approach as a committee and look at the big picture and then trickle down to individual job descriptions. First start with Director then administrative team (Asst. Dirs. first) then teachers, EAs, other individual staff members, etc.

Lisa would like to have the job descriptions available to look through. (John shared the various job descriptions and position goals after the meeting.)

John: We have job descriptions for all jobs (the lunch monitor job might be in different format).

Jeff: Philosophically, there did not seem to be a good system for all the job descriptions so we need to make sure they all match up. Would like to start with Director and the two Asst. Dir. job descriptions so would like copies of all job descriptions. With regard to storage of these documents, more than one person should have access to them and we should **denote specific versions** so we know what year they were written/updated.

Lisa: What is the “big picture idea?”

John: Everyone should have a job description; everyone should have some form of goals; everyone should have an evaluation process.

4. Determine a list of task/priorities
 - a. Every position should have a job description
 - b. Every position should have some form of goals
 - c. Every position should have an evaluation process
 - d. Lastly, look at/rewrite hiring process

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

The following list is what we will look at first (Director job):

- Look at Director’s job description
- Look at the Director’s goals
- Create timeline for Director’s evaluation process
- Create surveys for Director’s evaluation
- Align the forms that the BOD completes with the Director’s goals and responsibilities

FEBRUARY

- 1) After Feb. BOD meeting, week window for BOD members to complete Director survey

MARCH

- 2) BOD completes Director evaluation (includes survey) by mid-March.
- 3) Director completes self-evaluation by mid-March.
- 4) BOD communicates results at a special meeting by the end of March:
 - a) MSA stakeholder survey results
 - b) BOD summary of Director evaluation results
 - c) Director self-evaluation results
- 5) BOD will offer or not offer the job by this special March meeting.

APRIL

- 6) At the regular BOD meeting in April, BOD will discuss compensation and terms of contract, make the offer to candidate.
- 7) One week response time for the candidate so the director candidate has time to respond in writing to something in the contract.
- 8) If candidate approves the offer, then we’re good and no special meeting required.

- 9) If candidate doesn't approve then BOD will meet for a special meeting at the end of April to negotiate the contract.

JUNE

- 10) Process should be completed by this point.

The following list from the original agenda is what we will likely look at after we complete the above Director job items (Assistant Director, etc. jobs). We did not get to talking about this during tonight's meeting:

- a. Review and update job descriptions of the Assistant Directors. (John shared the various job descriptions and position goals after the meeting.)
 - b. Create surveys for the Assistant Director's evaluations
 - c. Create new job descriptions by _____ (unless everyone already has one)
 - d. Review and update all job descriptions by _____
 - e. 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