

Personnel Committee Agenda (meeting notes in red by J. Heydt)

October 28, 2019

4:30-5:30

Room 8C

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

Present: Shannon F.; Tom J.; Heather R.; John G.; Lisa A.; Jessie H.;

Present for meeting:

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
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

Agenda for October 28:

1. Finish the Director's timeline for evaluation. This is what we have so far:

DECEMBER

- 1) Write the survey questions before Dec. BOD meeting (i.e. write them the first week of December)

JANUARY

- 1) Send a survey out to the community to take

FEBRUARY

- 1) Provide community (stakeholder) survey summary data to BOD members
- 2) After Feb. BOD meeting, week window for BOD members to complete Director survey

MARCH

- 3) BOD completes Director evaluation (includes survey) by mid-March.
- 4) Director completes self-evaluation by mid-March.
- 5) 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
- 6) BOD will offer or not offer the job by this special March meeting.

APRIL

- 7) At the regular BOD meeting in April, BOD will discuss compensation and terms of contract, make the offer to candidate.
- 8) One week response time for the candidate so the director candidate has time to respond in writing to something in the contract.
- 9) If candidate approves the offer, then we're good and no special meeting required.
- 10) If candidate doesn't approve then BOD will meet for a special meeting at the end of April to negotiate the contract.

MAY

- 1) Have Director's goals written (at BOD workshop) and approved before the new BOD is seated at the June meeting

JUNE

- 11) Process should be completed by this point.

2. Look at the Director's Job Description

- Reviewed current Director job description (see job description document with our suggested changes). Stopped editing at "Organizational Management." (ran out of time).