

## Personnel Committee Agenda (Meeting minutes in red)

Nov. 25, 2019 **December meeting cancelled. Next meeting Monday, Jan. 27th, 2020**

**4:30-5:30**

**Room 8C**

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

**Present for meeting:** John, G.; Jessie H.; Lisa A.; Heather R.

### 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 [Completed previously.]
2. Look at Director's job description [Continued updating these, beginning with the "Organizational Management" section until the end of the document (Jessie will type on the updates to the document).]
3. Look at the Director's goals [This is for our next meeting in January.]
4. Create surveys for Director's evaluation [Tabled for now.]
5. Align the forms that the BOD completes with the Director's goals and responsibilities [Tabled for now.]

### Agenda

1. Fix the next meeting date? The usual date would be during the break, and the last Monday (when school is in session) is the BOD meeting? Can we just cancel it for December? Meeting cancelled for December
2. Finish going through the Director's job description Done.

3. **Discussed the following during this meeting:** Is this process for next year? I am assuming yes, but I just want to discuss this as well for a few reasons:
  - a. There is no current procedure.
  - b. The current BOD also has to come up with questions for the current director's evaluation, but I am assuming that is outside of this committee's jurisdiction for this year.
  - c. None of the current BOD Members on this committee will probably be on the BOD next year to implement this.
  - d. The BOD also has to approve this process and it might not really be fair to the current director to change his current expectations of how this was going to be handled this year.
  - e. **Decided that yes, to be fair, these changes and additions we are making are for the next academic year, not the current one. Current BOD members who are leaving will meet with the new members to go over all we have done so as to not reinvent the wheel. MSA will be sure to keep all documentation regarding what the personnel committee decides, again so as to not reinvent the wheel.**
  
4. **For the January 2020 meeting:** The next thing on the agenda is looking at the Director's goals? I think we should come up with some categories (or a template) for different types of goals that the Director should/could have?