

Personnel Committee **NOTES**

January 27, 2020

4:30-5:30

Room 8C

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

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

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. Determine a template (**process**) or a list of Goal Categories
 - a. MSBA's Resource for School Board Members and Superintendents
 - b. Current Goals (**these aren't changing this year so we are using them only as a guide/starting point**)
 - c. Saint Paul Public School Categories

2. How should the goals be determined?
3. Next Meeting: Feb 24 at 4:30-5:30

This committee is working on a process to give to the BOD to use as they develop the Director Goals for next year.

Lisa: Use the "A Goals- and Standards-Based Superintendent Evaluation" packet to help us write the goals process.

John: Use a process where the goals are part of the evaluation but not the whole evaluation. The other parts would include competencies (see Hamline document but also at the end of the packet Lisa mentioned)

Director GOALS categories:

- A. General
- B. Organizational
- C. Leadership Development
- D. Add in section on "competencies" to include positives? How do we do this?

Evaluation Process questions:

1. Who talks first? Director or BOD?

HOMEWORK for next meeting: Compare the competency document (Hamline) with Director Job Description. Where is there overlap? Is there missing stuff? Etc.?