

Personnel NOTES (Next Meeting: Friday, 05/01/2020 at 8:30am (via Zoom))

4.27.20

4:30 pm

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., Tom J.

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. Questions for the end of this year:

- a. What is the process that will be used to evaluate staff this year, and to develop staff for next year, since we didn't get all of this done?

i. John: Still ongoing...

1. “Self Evaluation” form (has to do with showing core values and someone's personality traits)

- a. Staff will sit down and go over form with their bldg. admin.
- b. Staff fills out and admin fills out and then together they compare/contrast the two. Both interpretations go into the staff member's file (in case there are disagreements between the two people).

i. **QUESTION** (Jeff):

1. **How long is this saved for? --Cmte needs to research this**

- c. John also says that more will go into the retention or the release of a staff member than just this form itself.
 - i. (Such as the Observation by Admin evals and the Smart goals ... **what else?**)
 - ii. However, as per John, “not all measures are quantifiable” and “some people are just not a good fit for MSA”
- d. John shared the “Self Evaluation” form with all comte members tonight (not all had seen it previously)
- e. Currently this form is mentioned on page 31 of this year's handbook (2019-2020) but there is no copy of the form itself in the handbook.

2. "Observation Process" forms (Formal evaluation and observation of teacher by admin)
 - a. **QUESTION** (Jeff):
 - i. **Are these all saved in teachers' personnel file?** --Cmte needs to research this
 - ii. **How long are the forms saved for?** Follow MN Historical Society rules but Cmte should look into other rules/laws about document retention
 3. "Smart Goals" form
 - a. **Question** (Jeff): **How long are these saved?** --Cmte needs to look into this further
- ii. **QUESTIONS** (Jeff):
1. **Are we following the rules/laws of HR form retention?** --Cmte needs to research this
 2. **What happens to the notes that you make about staff every year?** John: They are in my personal file (informal notes on staff) and destroyed at the end of the year, if they were not disciplined or escalated to a growth plan.
 3. **So if there are ongoing issues, you just have to remember them from year to year?** John: There are emails as well.
 4. **What about keeping emails?** John: MSA currently does not destroy any emails (talked with Justin about it).
 5. Jeff question: **Should we be keeping all those emails indefinitely or destroy some of them at some point?** --Comte needs to look into this further
- b. What is the process that will be used next year to evaluate the staff?
- i. Need *clearly defining names* of the following three aforementioned forms:
 1. "Self Evaluation" form (as mentioned above), but it is currently being tweaked by Personnel Cmte so can share with staff on May 4th
 2. "Observation Process" forms
 3. "Smart Goals" form (fill out beginning of year and look at it again at end of year)
 4. **QUESTION: Should we combine any of the three forms in the future? How long are all the forms saved and where are they saved?** --Cmte needs to look into this

Actions/Tasks for Personnel Cmte for next year:

- Finalizing aforementioned "Self Evaluation Form" -- John says needs to be formalized in Personnel Cmte next year
- Clearly define the titles of the 3 aforementioned evaluation forms for staff (if keeping all three)

- Need to look at document retention policy, other than MN Historical Society rules. Check that we are following rules of HR document retention in general. **See above notes (in purple)** where the **Personnel Committee needs to do further research.**

-----ENDED HERE (will continue with the below items at next meeting)-----

- c. Other questions?
2. Finish consolidating the competences list with the MSA Director Job Description.
3. How will the BOD or this committee use this competency list to create goals and an evaluation document?
4. What should we do for the next meeting?
5. Scheduling the next meeting:
 - a. Date: Our next meeting should be on May 25, but that is Memorial Day. So would we like to go earlier to May 18? Or later to May 27? (May 26 is scheduled to be an expansion meeting, so many of us will be at that meeting.)
 - b. Timing: Can we make the meeting a little earlier?