

Personnel Agenda **NOTES from meeting are in red.**
Friday, 05/01/2020 at 8:30am (via Zoom)

NEXT MEETING: Thursday, May 7th at 11am via the Zoom

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

Attendees: **Lisa A., Jessie H., Jeff E.,, John G., Tom J., Shannon, F., Annie C.**

Today:

- Reviewed “Self Evaluation” Forms and made edits directly to forms. John will transfer information to Microsoft Word. Joh will send out the edited forms today for staff to review in preparation for Monday’s staff meeting.
- The Personnel Committee will review these forms in the fall to see if they are still good or need to be modified.
- John will explain the “Self Evaluation” forms at the all staff meeting on **Monday, May 4 (tentatively at 9:30am)**

1. Review the Documents

- a. Teachers **-Done.**
- b. EAs **-Done.**
- c. Administrators and Staff **-Done.**

2. Finalize the Process for this year:

- a. If it is a self-evaluation process this year? **-Yes**
- b. Would administrators complete it as well? **-Yes**
- c. Is a self-evaluation different from a regular evaluation? **???**
- d. **Questions raised** from the last meeting:
 - i. Staff complete? **-Yes (but no supervisor will fill one out for each staff member THIS year)**
 - ii. Administrators complete? **-Yes (for themselves)**
 - iii. Verification of completing this “Self Evaluation” form will be based off of the 2 or more possible goals the staff member creates for themselves that are **specifically tied to their completed Self Evaluation form.**
 - 1. Staff member will email these possible goals (not the completed eval form) to their building administrator.
 - 2. Staff member will use these goals to initiate their SMART Goals at the beginning of the academic year (2020-2021).
 - iv. Staff meet with their building administrator (as their supervisor) and discuss the Self Evaluation form? **-Not this year but will do this when we do it next Spring (2020-2021). This will be using the modified form.**
 - v. Each person gets copies of both completed forms? **-Not this year but yes for next year.**
 - vi. **When we do this next year THOSE next year “Self Evaluation” forms (not the ones completed by staff this year) will Both go in the permanent file**

and stay there while staff members are at MSA. They are destroyed when staff members leave.

- vii. Next fall, use the document to help staff create professional goals for next year? -Yes, This doesn't match the handbook but the language will be changed to match.
- viii. Next school year, before spring break(?), both sides complete the form, meet and discuss the form. If people are having their contracts renewed, this would be a good time to tell them as well. -Yes, but next year will be using the modified form (if changed)

Next Meeting, Thursday, May 11 at 11 (Lisa will send send out invite)

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- 3. What will the process look like next year?
 - a. My interpretation is that the process would be the same?
- 4. What will appear in the handbook for the 2020-2021 school year
 - a. Can all of the conferences be complete in the next two weeks? Then this committee could meet on May 15, and finalize the documents before the Board meeting.
 - b. If not, how should we address it in the handbook?
 - i. Put in what we have and just use it, as is next year, even if we find out by June that some of the language is unclear. I think this is what we decided?
 - ii. Put it in the handbook and then have an addendum or change it later?
 - iii. Not put it in the handbook and just refer to it.
 - c. The process in the handbook is unclear.
 - i. Page 18= two separate processes are listed
 - 1. Teacher Development and Evaluation
 - 2. Job Performance Review (I feel that what I described above fits this?) But if it is then we should change the names so they fit.
 - ii. Pages 31-34 = two separate processes, but mixes elements together
 - 1. Teacher Development and Evaluation; This mixes everything together:
 - a. Goal Setting
 - b. Observation cycle for new and established teachers
 - c. Teacher Growth Plan
 - d. PIP
 - 2. Job Performance Review: Or should the goal setting go here?
 - 3. Does a growth plan come from a lack of development, or you're not a good fit on your Job Performance Review? I think both? Could a person be not invited back because of a poor job performance review, but never have been on a growth plan or PIP? Which one does the 'discipline' come from?

4. Side note: 3rd week of April? It was spring break before? Why is it so late for the employees, when the director is the end of March?
5. What will be rolled out at the staff meeting on Monday? Does everyone know about the staff meeting? Or have other Distance Learning teams already scheduled meetings during that time?
6. Next meeting?