

Personnel: 2019-2020 Final Committee Update (6.10.20)

In addition to your regular report, please complete the following summary to be put in the Board Packet.

Name of Committee: Personnel
Your name: Lisa Anderson
Name of the Chair: Lisa Anderson
Usual meeting time, place or other details: We don't have a meeting scheduled at this time, but recommend a July meeting
Membership: Open to everyone, but needs administration, teachers, and at least one board member. The current members are Jessie H, Lisa A, Heather R, John G, Annie C, Tom J, Shannon F, and Jeff E
Accomplishments this year: The Staff Self-Evaluation form was completed and we updated the Annual Evaluation Process in the staff handbook. We partially completed the Director's job description and will continue with that.

Remaining Tasks	Who is responsible for completion of the task? (This might be a person or a smaller subcommittee.)	Expected Date of Completion
Complete the Director's Job description	Entire committee	One more meeting is necessary
Rough outline of timetable for evaluation	Entire committee	One more meeting is necessary
Collect and create documents for the the directors yearly evaluation (This does not necessarily include the director's goals, but goals could be developed from these documents.)	Entire committee	Next fall (a few meetings)
Assistant Director(s) Evaluation Process	Entire Committee	Winter
Uniformity of the documents	Entire Committee	Spring

Formalize the uniformity of the hiring process	Entire Committee	Spring
Update the staff evaluation process	There will be a different taskforce set up to complete this.	

Any other important information that you think the Board needs to know?