

Personnel Agenda (Meeting notes are in red.)

Monday, July 27, 2020 (via Zoom); 1pm-2pm

Members: John G, Jessie H, Heather R, Lisa A, Shannon F, Tom J, Annie C

Attendees: Jessie H., Lisa A., Tom J., Shannon F., Heather R.

1. New Chair and Notetaker? Will decide this in September when new members arrive.
2. Finish the Director's Job Description
 - a. Lisa merged the MSA Dir. Job Description with the Competencies document. All members have received this new "Director Evaluation Packet (2/27/2020)."
 - b. Discussed the overlapping of competences between the "superintendent role" and the "principal role" of an MSA Director. Some competencies are found in both of the aforementioned roles, but each has different tasks beneath them (e.g. "Communication"), which is why that's the case.
 - c. **HOMEWORK for a week before the next meeting:** Members will read through the "Dir Eval. Packet" to make comments regarding changes, duplications, combinations of bullet points (look at first 7 pages and the requirements page)
3. Finish the Director's Evaluation Schedule -Done.
4. Finish the Professional Development Template -Done.
5. Mid-Year Evaluation Template -Done.
6. End of the Year Evaluation Template -Done.
7. Determine next meeting: Tuesday, August 18, 2020; 1pm-2pm
8. Work due by this date (week before the meeting) Tuesday, August 11, 2020
 - a. Proofread all of the documents, assigned to: Jessie and Heather
 - b. Match up the original MSA Director's the new one, to ensure that all of the elements (from the MSA document) are included in this one, assigned to: Tom
 - c. Read the job description to make sure that the individual elements fit in the right categories, assigned to: Shannon and Tom
 - d. Collect copies of the survey questions and the board evaluation, assigned to: Lisa
 - e. Copies of all job descriptions (all administrative staff, one teacher and one EA) assigned to: John (I think he is probably the only one that has them?)