

Personnel Meeting Tentative Agenda **NOTES is red**

9.23.2020

4:15 pm

Regular Members: Annie C, John G, Shannon F, Tom J, Jessie H, Heather R, Lisa A, Patricia, Jacqueline, Rob K, Jennifer B.

**Present: Annie C., John G., Shannon F., Tom J., Jessie H., Heather R., Lisa A., Patricia G., Jacqueline M., Jennifer B., Rob K.**

1. Determine Notetaker = **Jessie**
2. Determine regular meeting dates = **The Wednesdays after the regular BOD meeting would be: October 21, November 18, Dec 16, January 20, February 17, March 17, April 21, May 19**
  - a. **NOTE:** Committee members will submit documents a week before the meeting so members have time to review the documents.
3. Finalize Director's Job Description (included in the packet). Please come with any final questions or comments: Lisa (**During this meeting, Lisa provided background information on this committee and what has happened here so far**)
  - a. Review of comments/suggestions to move items to different sections. We made it through page 2 of the packet.
  - b. We will finish this job description at the next meeting (pp. 1-10)
    - i. **HOMEWORK:** new members to familiarize themselves with the packet, specifically pp. 1-10 of the packet. **DUE** one week before the next meeting.
    - ii. **HOMEWORK:** old members will answer any questions new members post. **DUE** one week before the next meeting.
4. Finalize the rest of the Director's Job Evaluation process (part of the packet). Please come with any final questions or comments: Annie and Lisa (**Tabled for the next meeting.**)
5. Determine how best "to provide input/feedback so that the Director can create/or modify evaluation procedures for all other staff members, including the administrative team, teachers and EAs." -John (**Tabled for the next meeting.**)