

Personnel Meeting Agenda (meeting NOTES in red)

10.21.2020 (via Zoom)

4:15 pm

Regular Members: Annie C, John G, ~~Shannon F~~, Tom J, Jessie H, Heather R, Lisa A, Patricia G, ~~Jacqueline M~~, Rob K, Jennifer B (Those present for this meeting are in red, those absent are crossed out.)

1. Finalize Director's Job Description (pages 1-10 in the packet - changes/suggestions were to be completed by 10.14.20) Lisa and Annie
 - a. Review of comments/suggestions to move items to different sections. Start on page 3 (completed)
 - b. Questions and answers about the Job Description (completed)
2. Explain the Director's Job Evaluation process (part of the packet) Lisa (completed)
 - a. **HOMEWORK**: For the November meeting (11/18/2020, 4:15pm): Everyone should read through the rest of the process and make comments/suggestions and come with questions (page 10 through the end of the packet).
3. For December meeting (12/16/2020, 4:15pm): 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."