

# Personnel Committee Agenda: 11/13/19, 5–6 pm, HS Rm 102

## 1. Call to Order & Approval of Agenda

*2. Approval of Draft Minutes, 10/09/19 meeting: Called to order at 4:59 pm. Board members Fitzpatrick and Brown and Human Resources Coordinator Diana Rooney attended. Minutes of the 9/11/19 meeting were approved without changes. Because Personnel Committee retains oversight concerning revisions to the Superintendent's Evaluation Form (per Board Manual policies), Brown updated the Committee on the status of the Form: the Policy Committee at its meeting (directly following Personnel Committee meeting regarding Form revisions) recommended that the prior year's form be retained with only slight modifications. Therefore, the Personnel committee's prior proposed revised draft died in committee.*

*Travel Reimbursement Policy document was tabled due to Matt Angell's absence.*

*Exit interview Questionnaire draft was finalized. The Personnel Committee agreed the Questionnaire would be sent to the full Board, for any comments and revisions they might want to suggest.*

*Revisions to Policy GDB: NON-UNION SUPPORT STAFF WAGE AND BENEFITS were discussed. A list of questions was generated regarding GDB revisions being proposed by administration. The revised draft and list of questions are to be forwarded to the Policy Committee for further review.*

*Agenda items for the next meeting were requested: Rooney suggested the next agenda include: revisions to SAU administrative job descriptions, including Director Student Services, Director of IT, Director of Facilities, and that of the Superintendent.*

## 3. Old Business.

A. Travel Reimbursement Policy document – Angell.

## 4. New Business

A. SAU administrative job descriptions - Director Student Services, Director of IT, Director of Facilities, and that of the Superintendent - Rooney.

## 5. Public comment

## 6. Adjourn

**Next meeting: December 11, 2019, 5 pm**