



**ATHLOS SPARTANS**

**Athlos Leadership Academy  
MN Charter District #4011  
Personnel Committee Minutes  
September 6, 2016  
7:45 AM- Conference Room**

## **CALL TO ORDER**

**7:45 AM**

## **ROLL CALL**

Members Present: Virginia Anderson

Members Absent: Ann DeGroot

Others Present: Jennifer Geraghty-Principal

## **COMMITTEE REPORT**

Principal evaluation meetings for 2016-2017 were discussed. Meetings will center around reviewing the principal's job description and the evaluation plan. In the event that the committee recommends any revisions to the job description or evaluation plan, the committee will bring those items to the full board for review and potential approval.

The evaluation procedure in the current board-approved evaluation plan is as follows:

1. The Personnel Committee shall meet with the superintendent/principal within the first trimester for a review of the superintendent/principal job description. At this time, the personnel committee and superintendent/principal shall review the evaluation procedure.
2. The Personnel Committee and superintendent/principal shall collect data throughout the year in preparation for the February evaluation meeting.
3. One delegate from the Personnel Committee shall meet with the superintendent/principal in February to review collected evidence in comparison to the superintendent/principal job description. The superintendent/principal shall provide a self-evaluation at this time as well as any chosen documentation to support the evaluation process.

4. All contract negotiations shall be in line with ALA policy.
5. At the March board meeting, the Personnel Committee shall report to the board (in closed session) on the results of the annual evaluation.
6. The Personnel Committee shall make a recommendation to the board, regarding the superintendent/principal contract. This item shall be finalized by April 1 of each year.

Jen Geraghty gave the committee an update on current hiring. All teaching positions have been filled. There continues to be a need for additional paraprofessionals. Additional Special Education teachers may need to be hired based on the number of students enrolled.

Meeting adjourned at 8:15.