

Personnel Subcommittee Minutes

8-17-22

In attendance: Jim Baker (via remote), Moira Bashaw, Tammy Mahoney, Human Resources Director Diana Rooney, Superintendent Thomas Ambrose, and Business Administrator Matt Angell.

1. Call to Order- Mr. Angell called the meeting called to order at 4:50 pm and asked for a nomination for a chairperson.

Ms. Mahoney made a Motion to nominate Ms. Bashaw as Chairperson, seconded by Mr. Baker. Vote: Roll Call Vote: All in favor.

Mr. Angell recognized Mr. Baker's remote status and asked him to identify his location and whether anyone was in the room with him.

Mr. Baker responded that he is in a private residence in Chilmark, MA and no one is currently in the room, but someone may come in and out.

2. Review of Minutes- **Ms. Bashaw asked for a Motion on the Minutes of [2-16-22](#), moved by Mr. Baker and seconded by Ms. Mahoney.**

No discussion.

Roll Call Vote: All in Favor

3. Committee Goals- Superintendent Ambrose described the collaborative nature of the committee in assisting the HR Director to read and review job descriptions. Ms. Rooney elaborated on this saying that at all past meetings, job descriptions were brought forth and we are not done with the process, so this should continue to be a major goal for the committee.

Mr. Baker cited the Strategic Plan's Target II, Objective A, regarding employee retention and recommended the goal of having ongoing briefings on the implementation of the Marshall Plan.

Superintendent Ambrose agreed with the recommendation if the staff are not experiencing shortages and covering other jobs. He said staff retention should be a focus to find out what staff would like and what would help them to stay. He and Ms. Rooney will meet with teachers in the winter and spring again in small groups to help determine this and the committee will have feedback on this issue. He relayed the questions asked of staff during those meetings. He believes the Marshall Evaluation is a

step in the right direction in looking at staff retention but doesn't answer all the questions to this ten-year problem of the district. Exit interviews are very important amongst all the dialogue with staff.

Mr. Ambrose asked what specific (metrics) should be tied to the Marshall Evaluation goal? Should mentoring factor in?

Ms. Rooney said the important piece to all of this is that the staff feel that they have been heard. We need to show them we are trying to improve.

Mr. Baker said the reason for his recommended goal is that Marshall Evaluation covers a lot of areas that the Personnel Committee should be familiar with.

Chair Bashaw asked Mr. Baker what a reasonable goal would be.

Mr. Baker said the goal could be quarterly briefings on the implementation of the Marshall Evaluation process as well as the review process for those staff members not covered by the Evaluation.

Mr. Ambrose summed up the goal as quarterly updates on the Marshall Evaluation and on evaluations for all other employees.

He added that a goal related to quarterly reports of he and Ms. Rooney's discussions with staff is important.

The goal are as follows:

1. To analyze potential action steps to help with staff retention
2. Regular updates on the Marshall Evaluation and on evaluations for all other employees
3. Job Descriptions
4. Job Descriptions- Ms. Rooney explained that last year the process was to reach out to the department heads to write up job descriptions for each of their employees and then she would email them to the committee ahead of the meeting for review so that they can vote on them at the meeting. They only got through 3-4 descriptions per meeting, so the process takes longer than you think. Is that the way to continue?

Mr. Baker likes that process for preparation purposes.

Chair Bashaw asked how many job descriptions there are in the district.

Ms. Rooney said, we did 20-25 job descriptions last year and have 20-25 more to go. She asked for the approval to add that the district is *an* Equal Opportunity Employer and

don't discriminate to the bottom of the descriptions unless the committee wants to wait until the job description reviews start to add that. Everyone agreed to that Ms. Rooney could add that to the job descriptions.

Mr. Baker asked to approve the goals.

Chair Bashaw asked for a Motion to approve the Personnel Committee goals for the 2022-23 year.

1. Staff Retention
2. Quarterly updates on the Marshall Evaluation and other evaluations.
3. Approve more Job Descriptions

Mr. Baker asked that goal #2 be amended to say and "evaluations for any employees not covered in the Marshall Evaluation".

Mr. Baker moved to approve the amended Motion, seconded by Ms. Mahoney.

Roll Call Vote: All in Favor

Meeting adjourned by Chair Bashaw at 5:15 PM

Recorder:

Phyllis Kennedy
District Clerk