

MINUTES OF MAY 29, 2018

The Personnel and Evaluation Subcommittee met in the Second Floor Conference Room at 9:00 a.m. at the Almshouse on the date listed above. Board members present were Dr. Ruth Gilbert-Whitner and Matthew Ferron. Also present was Dr. Stephen Donovan, Executive Director.

The meeting began at 9:00 a.m. and ended at 9:15 a.m.

Dr. Donovan presented a blank Summative Evaluation Report Form and his Educator Plan. He stated that Kelli O' Brien McKinnon will e-mail these documents to all Board members and that she would compile all the individual ratings and will draft the overall summative evaluation report for approval by the Subcommittee.

The Subcommittee decided that a sufficient due date would be Monday, June 4th. They stated that this would give Kelli a couple of days to compile the individual evaluations and send it to the Subcommittee members. A Subcommittee meeting will be set for 8:15 a.m. on Friday, June 8th, before the Board meeting to finalize the combined document. The Subcommittee will present the combined document at this Board meeting.

Respectfully submitted:
Stephen Donovan, Ed.D.