

2018 – 2019 Personnel Committee Yearly Calendar

Month – Meeting Date (2nd Tuesday of month)

Tasks for Month

August 14 th	
September 11	
October 9	Discuss teacher bonus reviews
November 13	Discuss principal bonus review
December 11	
January 8	Mid-year review of principal's growth plan LKES review Post faculty and staff job openings for next school year
February 12	Review resumes, schedule interviews with prospective faculty and staff Board of Director's mid-year assessment of principal.
March 12	Review resumes and schedule interviews with prospective faculty and staff Post RFP for benefits broker (every 3 years) – will be issued again in 2021
April 9	Review resumes and schedule interviews with prospective faculty and staff Offer contracts to faculty and staff Report to Board of Directors regarding new faculty and staff Principal prepares & administers parent survey April – May – done with AdvanceEd
May 14	Administer Principal assessment surveys for teachers, partners, students, and parents Principal prepares Teacher/Staff Survey to administer and will review and report to PC in July.

	Principal prepares and administers Partner Survey
June 11	Principal prepares Principal Personal Growth Plan Personnel Committee prepares Principal contract to start July 1 in conjunction with Business Manager and submits to finance committee and board for approval.
July 9	Review Principal Assessments and Principal Personal Growth Plan Report from Principal on Parent, Teacher/Staff & Partner Survey