

**Prairie Crossing Charter School**  
**Personnel Committee Meeting**  
**Tuesday, May 13, 2008**  
**Final**  
**(Approved July 7, 2008)**

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The minutes of a meeting of the PCCS Personnel Committee held on Tuesday, May 13, 2008 in the Kennicott Building of Prairie Crossing Charter School, Grayslake, IL.

**Committee Members Present**

Kim Vander Yacht, Chair  
Suzanne Coonan  
Marcelo Chiodi

**Staff Present**

Myron Dagley, Director

**Committee Members Absent**

Cheryl Pytlarz  
Bob Creviston

The meeting was called to order by Kim Vander Yacht at 7:17pm.

**Discussion Items**

**Performance Evaluation Form**

A draft of the Director's performance evaluation form was developed by Marcelo Chiodi for committee review. The committee reviewed the form item by item, and a few changes were recommended, including some from committee member Cheryl Pytlarz who was unable to attend the meeting. Mr. Chiodi made the proposed changes on his computer as they were discussed. He will forward a copy of the final evaluation form, with changes incorporated, to Kim Vander Yacht so that she can present it to the board for their endorsement at their next stated meeting.

Ms. Vander Yacht asked Mr. Dagley for clarification as to who should receive an evaluation form to complete. He replied that all board members, all of his administrative staff, the PSO officers, and the principal should receive a form. Mr. Dagley will get back to Ms. Vander Yacht and let her know the teachers he would like to have complete the form.

**Administrative Staff Job Descriptions**

Mr. Dagley had job descriptions written and available for the committee to review. It was determined that it was unnecessary for the committee to review them, as the positions were not newly created.

**Board Orientation Plan/Document**

The PCCS bylaws state that the Personnel Committee is responsible for arranging for the orientation of new members of the board of directors and the Director of the school. This was discussed at some length, and it was decided that this should not be a Personnel Committee responsibility. It was suggested that this task be included as a responsibility of perhaps the Nominating Committee. Ms. Vander Yacht will take this request to the board.

**Public Comment**

None.

No closed session was necessary and no action items needed to be addressed.

It was moved and seconded by Marcelo Chiodi and Suzanned Coonan at 8:30pm that the Personnel Committee adjourn. Carried.

Respectfully submitted,

Kim Vander Yacht