

**2019-2020**  
**University Laboratory School Governing Board**  
**Human Resources Committee**  
**Draft Minutes - August 26, 2019 - 4:30 p.m.**

Link to Meeting: Conference Call To join by phone, dial +1 252-543-8416 and enter this PIN: 968 250 458#  
Committee Chair's contact information: gb@universitylaboratoryschool.org

Present: Mislyn Alenonorin, Keoni Jeremiah, Travis Palmeiro  
Excused: Edward Aquino

4:31 pm

**AGENDA**

Topics for Discussion:

1. Implementation of Principal Evaluation – read notes
  - a. Pre-conference will held with in august/final completed
  - b. Procedures outlined in guidelines (NOTE: send to Ed, Travis and Keoni for file)
  
2. New Business
  - a. Next steps
    - Keoni is reviewing and considering using the State form for Bargaining units 3, 4, and 13 looking at using state form.
    - Need to confirm with the Supplemental agreement to determine if ULS meets the timeline to form a committee for unit 5. Keoni will reach out to HSTA to see if able to form committee. Keoni will contact HSTA by the end of September. He report at the next committee meeting.
  - c. Vice Principals and Administrator are completing forms

Adjourn 4:45 moved by Travis, 2<sup>nd</sup> by Mislyn

Next meeting in October 22<sup>nd</sup> at 4:30 pm