

# Personnel Committee Report

## Monthly Update

- ▶ Matt and Lia met Tuesday, March 10<sup>th</sup>, to review preliminary thoughts on contracts for next year
- ▶ We also discussed the process and timing for the Executive Director's year-end evaluation. In order to inform the Board of the upcoming responsibilities, they are summarized as follows:
  - 1) Matt completes a self evaluation via Board on Track's online tool
  - 2) Matt and Personnel Chair meet to review:
    - a) Progress against all initiatives agreed upon in the approved Strategic Plan
    - b) Feedback from surveys sent to staff, students, and parents
  - 3) Each Board Member receives Matt's self evaluation
  - 4) Each Board Member completes their own evaluation of Matt
  - 5) Matt's Leadership Team completes the same evaluation of Matt (although they do not receive his self evaluation)
  - 6) Board President and Personnel Chair meet to summarize all feedback
  - 7) Board discusses the summary of feedback during Executive Session
  - 8) Board President and Personnel Chair finalize feedback summary report
  - 9) Board President and Personnel Chair meet to review final report with Matt

# Personnel Committee Report

## Timeline: Executive Director Year-End Evaluation

April

May

June

Week 1

**Executive Director :  
Self Evaluation**  
*Executive Director  
completes self evaluation  
via online tool; Distributed to  
Board Members*

**Draft Report**  
*Board President and  
Personnel Chair meet to  
draft summary of feedback*

**Finalize Report**  
*Board President and  
Personnel Chair finalize  
feedback summary report*

Week 2

**Executive Director :  
Progress Review**  
*Executive Director and  
Personnel Chair meet to  
review 1) progress to  
Strategic Plan and 2)  
Survey of staff, students,  
and parents*

**Feedback Reviewed in  
Executive Session of May  
Board Meeting**  
*Personnel Chair provides a  
summary of all feedback*

**Provide Final Feedback**  
*Board President and  
Personnel Chair meet to  
review final report with Matt*

Week 3

**Leadership Team and  
Board Members:  
Evaluation**  
*Leadership Team and Board  
Members complete the  
same evaluation online*