



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

BOARD GOVERNANCE COMMITTEE

MONTHLY UPDATE

COMMITTEE MEMBERS: LEIGH FINLAYSON, MELISSA MCKAY-HAGAN, AND LIA SANTOS

Executive Director (“ED”) & Committee Chair Monthly Meeting Highlights

- Committee Chair (Lia Santos), ED (Matt Underwood) and Board Chair (Mitch White) did not meet in person this month but corresponded via e-mail. We also had a quick conference call on Friday 5/6/2016
- Discussions were focused on salaries for budgeting purposes

Board Governance Committee Monthly Meeting Highlights

- The Committee had a meeting via conference call on Thursday 5/5/2016 from 10:30pm to 11:30am.
- Lia Santos: We will host a Board Social at The Santos Home on Friday 5/20/2016 at 6pm to get to know the incoming Board Members. Everyone is welcome!
- Lia Santos: Launched the **ED Year-End Review**. Feedback is requested from Matt's Leadership Team and all Board Members. Matt will also complete a self reflection looking back at full academic year. We will review all of the survey results (parent / teacher) that are related to leadership as well. There is an overview of the entire process on the following page.
- Leigh Finlayson: The Nominating Committee for **Board Recruitment** is contacting many of the people we interviewed to ask about their interest in Committee Involvement. We should have an update at the Annual Retreat.
- Melissa McKay-Hagan: Will prepare a tracking sheet that we will use at the Annual Retreat to document **Training Requirements** completed by each Board Member.
- Melissa McKay Hagan: Sent doodle polls for two **Annual Retreats**
 - One retreat will be a *Half Day Retreat with the incoming, new Board Members*. Existing Board Members will not need to attend. Members of this Board Governance Committee will discuss several items with them. We will cover those items that existing Board Members already know. All Board Members are welcome to attend.
 - The second Retreat will be with all Board Members and certain members of the Leadership Team.
 - Confirmation of the dates that work best for the most people will be confirmed and sent soon. An Agenda will be developed and distributed prior both retreats.

Board Governance Committee CEO Year-End Evaluation Timeline

May 16 th – 25 th	Week of May 30 th	June	August
<p>Executive Director : Self Evaluation Executive Director completes self reflection</p>	<p>Executive Director : Year-End Review Executive Director and Personnel Chair meet to review 1) self reflection, 2) progress to Strategic Plan, 3) Survey of staff, students, and parents, and 4) feedback provided by Board and Leadership Team</p>	<p>Draft Report Personnel Chair draft year-end evaluation report; E-mail to Board President and Matt for documentation purposes</p>	<p>Feedback Reviewed in Executive Session of August Board Meeting Personnel Chair provides a summary of all feedback</p>
<p>Leadership Team and Board Members: Evaluation Leadership Team and Board Members complete the feedback requested via BoardOnTrack</p>			