



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
- Discussions via e-mail were focused on the **Mid Year Retreat**
- Prior to this, the focus was on the **ED Contract** which was signed and delivered in February. We are very excited to know that Matt will be with us for at least another three years!

Board Governance Committee Monthly Meeting Highlights

- The Committee has not had another in person meeting since the January Board Meeting. Our last in person meeting was Thursday 1/7 from 1:30pm to 2:30pm. Our focus in January was planning for the Mid-Year Retreat and keeping momentum on Board Recruitment.
- Lia Santos: Will launch the **ED Mid-Year Review** in February. The functionality will not be ready in BoT so it will be sent via Survey Monkey like last year. Feedback will be requested from Matt's Leadership Team as well as the Board. Matt will also complete a self reflection looking back at the first half of this academic year. There is an overview of the entire process on the following page.
- Leigh Finlayson: Update on **Board Recruitment**
- Melissa McKay-Hagan: Update on **Mid-Year Retreat**
 - Matt provided a great executive summary of progress to-date on the strategic plan initiatives for this year. This was discussed at the quarterly leadership team meeting.
 - There was no training provided by BoT. Matt showed us how to post meetings to the school calendar so we are in compliance with the open meeting rules.
 - Leigh led a discussion to ensure we are all in agreement on what skills, knowledge and experiences are needed for this Board recruitment season. Based on term length, half of the Board would be rolling off after the next school year (Leigh, Lia, Leigh, Melissa, Mitch, and Narin)

Board Governance Committee CEO Mid-Year Evaluation Timeline

February 15 th – 26 th	Week of February 29 th	Week of March 7 th	March 14 th – 31 st
<p>Executive Director : Self Evaluation Executive Director completes self reflection</p>	<p>Executive Director : Progress 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 Board President and Personnel Chair meet to draft mid-year evaluation report</p>	<p>Feedback Reviewed in Executive Session of March 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 Survey Monkey</p>			<p>Provide Final Feedback Board President and Personnel Chair meet to review final report with Matt</p>
			<p>Finalize Report Board President and Personnel Chair finalize mid-year evaluation report</p>