

Personnel Committee Report

Monthly Update

- ▶ Lia Santos, Personnel Committee Chair, attended the Business Operations Meeting to discuss the budget and salary increase options for this year
 - She communicated via e-mail with Matt and Mitch once the budget was complete and a recommendation on salary increases was made
- ▶ Lia launched the CEO Self Evaluation in late April
 - Matt completed his self evaluation
 - Matt's self evaluation, job description, and self reflection on progress against goals were distributed to each Board member
 - Board members and Direct Reports were asked to complete Matt's year-end evaluation
- ▶ Matt's year-end evaluation will take place in June. Detailed activities and a working draft of the timeline are provided on the following page.

Personnel Committee Report

Timeline: Executive Director Year-End Evaluation

April

May

June

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

**Feedback Reviewed in
Executive Session of
June Board Meeting**
*Personnel Chair provides a
summary of all feedback
Date TBD – June Meeting
Date is not confirmed*

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

Draft Report
*Board President and
Personnel Chair meet to
draft summary of feedback
Week of May 18th*

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

**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
Week of May 25th*

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