

APPROVED



## City on a Hill Charter Public School

### Minutes

#### May 2021 CEO Support Committee Meeting

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##### **Date and Time**

Wednesday May 12, 2021 at 12:00 PM

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This meeting took place remotely pursuant to the March 12, 2020 Baker-Polito Administration announcement of an emergency order temporarily modifying the state's open meeting law.

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##### **Committee Members Present**

Jacqueline Bennett (remote), Melisa Lemire, Sarah Griffin (remote)

##### **Committee Members Absent**

*None*

##### **Committee Members who arrived after the meeting opened**

Melisa Lemire

##### **Guests Present**

Jordan Lopez (remote), Kevin Taylor (remote), Maddie Collins (remote)

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#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

Maddie Collins called a meeting of the Executive Director Support And Eval Committee of City on a Hill Charter Public School to order on Wednesday May 12, 2021 at 12:02 PM.

### **C. Approve December 2020 Meeting Minutes**

Sarah Griffin made a motion to approve the minutes from December 2020 CEO Support Committee Meeting on 12-15-20.

Jacqueline Bennett seconded the motion.

The committee **VOTED** to approve the motion.

#### **Roll Call**

Jacqueline Bennett Aye

Sarah Griffin Aye

Melisa Lemire Absent

## **II. CEO Updates**

### **A. CEO Updates**

Melisa Lemire arrived at 12:07 PM.

Kevin Taylor, Chief Executive Officer, shared City on a Hill updates with the Committee.

Taylor shared that the Commissioner approved In person instruction, five days a week beginning on May 17. He shared that City on a Hill students and families were given the option to choose whether they will return to full time learning in a remote or in-person model.

Taylor shared that an announcement regarding Class of 2021 graduation will be announced by City on a Hill tomorrow via flyer. He shared that additional information will be shared with the Board at the May 2021 meeting.

Taylor concluded updates with sharing that the Virtual Gala, occurring last week, raised significant donations. The Committee discussed the attendance and programming of the Virtual Gala, as well as discussed the future of events at City on a Hill moving forward.

## **III. CEO Review Process Discussion**

### **A. CEO Review Process Discussion**

Jordan Pina, Chief of Staff, shared an overview of the process of Taylor's CEO evaluation. She shared that the process is set up through Board on Track, the board management platform, to allow for all Board Members and Taylor's direct reports to fill out an evaluation form. Pina also shared that Taylor himself will complete a CEO self-evaluation with the same metrics.

Pina shared the rationale for filling out and reviewing the CEO evaluation, as it will act as measurement tool for the goals the CEO Support Committee approved for Taylor this school year.

Pina shared that after each individual fills out the evaluation, a CEO evaluation report will be sent to the Committee to discuss at the June 2021 meeting. The June 2021 meeting minutes will act as the CEO Memo that will be submitted on Board on Track. This memo will also include the percentage of Taylor's bonus that the Committee recommends to the full Board.

Pina concluded the overview by sharing that once the amount is approved, Taylor will be paid out that bonus amount at the end of June 2021. The Committee discussed the standardized Board on Track CEO evaluation questions, with Pina sharing that the option to create custom questions are a limitation of using Board on Track.

The discussion concluded with a review of the timeline to complete the CEO evaluation.

#### **IV. Closing Items**

##### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:26 PM.

Respectfully Submitted,  
Jacqueline Bennett