

APPROVED



Pacific Coast Academy

Minutes

CSEC Introductory Meeting

Date and Time

Wednesday October 6, 2021 at 3:30 PM

Location

Google Meet

Committee Members Present

Benjamin Fung (remote), Kelly Durso (remote)

Committee Members Absent

None

I. Opening Items**A. Call the Meeting to Order**

Benjamin Fung called a meeting of the CEO Support And Eval Committee of Pacific Coast Academy to order on Wednesday Oct 6, 2021 at 3:30 PM.

B. Record Attendance**II. CEO Support And Eval****A. Review CSEC Procedure approved 2.25.2021**

- Members reviewed pertinent parts of the CEO Evaluation and Compensation procedure.

- Defined the CSEC's responsibility to elucidate the evaluation process and make it more predictable for the ED and, therefore, less of a burden
- Kelly explained the history behind the CEO evaluations done at PCA and the genesis of the current process.
 - Two years ago was a haphazard process lead by ICS
 - Last year's evaluation was done through BoT and many of the processes can be improved

B. Adjustment of CEO Evaluation Timeline

Last year's CSEC wrote a timeline that is not appropriate for this year, owing to this year's lack of monthly meetings. The CSEC opted to adjust the timeline by holding the formal Fall Check-In at December's regularly scheduled meeting instead of in November, as there is no meeting in November. As long as the CEO agrees to this change, the CSEC will go forward with the adjustment.

C. Review ED Job Description

- CSEC members agreed that the job description needs to be adjusted first thing. If the CEO and board do not know what the CEO position is responsible for, it makes evaluation less accurate and helpful.
- The job description needs to be looked over by CEO first and edited to make the description more in line with this year's responsibilities.
- Second, after the ED reviews and revises the description, it will be sent to the full board after the October 21st regularly scheduled meeting for a second round of review and revising.

D. Mid-year check in

- The mid-year review is for setting aside time for conversation between the CSEC and the CEO to discuss challenges and the relationship between the CEO and the board.
- CSEC discussed the importance of the ED providing evidence or data for the check-in that can be revisited for the final year end evaluation.
- Also a time to re-evaluate the ED's goals and identify challenges and ways the board can support the ED
- Per notes of last year's CSEC, there is a disconnect between BOT's described competencies and how Ms. Demofonte views her job and evaluates her own performance. It would be valuable for her to become fluent in the competencies and indices that are included on the year-end evaluation before the mid-year check in. CSEC recommends that Ms. Demofonte meet with Brianna from Board on Track to walk through the evaluation from the board side and talk about each competency and how that relates to her own description of her job.
- Job description will be looked over and finalized by CEO and board before November 1

- Check-in steps will be taken after the job description is finalized.

III. Other Business/Questions

A. Assign action items and deadlines

Action Items assigned:

- Email last year's ED evaluation memo to Ben - Kelly by 10/6/21
- Ask ED to edit job description: add pertinent responsibilities and remove items that are not executive level - Kelly by 10/6/21
- Connect Ben with Brianna at BOT - Kelly ASAP
- Meet with Board On Track re: mid-year check-in recommendations - Ben
- Adjust Ben's permissions to be able to edit agendas on BOT - Kelly by 10/11/21
- Add CSEC business to October 21st agenda, to include CEO Job Description as edited by ED - Ben by 10/14/21

Discussion on making the year-end evaluation more valuable for Ms. Demofonte

- Provide a grade on each competency and generate a one-sheet "report card" for Ms. Demofonte
 - May be valuable to weight each competency or the grades given by each set of people (ie direct reports, board members, CEO) to yield one final "grade"
 - Per last year's CSEC's notes, Ms. Demofonte is data-driven and providing more stark data would be more useful to her than a long-winded report.
- Kelly suggested Ben walk through a fake evaluation with Brianna of Board On Track to get a feel for what the module does and looks like and what data is generated at the end.
 - Ben is willing to meet with Brianna and will think on ways to adjust last year's year end evaluation to be more telling of the ED's performance.

IV. Closing Items

A. Next CSEC meeting

Next meeting 10am on October 20, 2021 via Google Meet

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:08 PM.

Respectfully Submitted,
Kelly Durso

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