

APPROVED



# Collegiate Charter School of Lowell

## Minutes

### Executive Director Evaluation Sub-Committee Meeting

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#### **Date and Time**

Thursday September 5, 2024 at 3:00 PM

#### **Location**

Collegiate Charter School of Lowell  
High School Conference Room

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#### **Committee Members Present**

A. Miller, K. McCarthy, W. McGrail

#### **Committee Members Absent**

*None*

#### **Guests Present**

A. Bakr, T. Cameron

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### **I. Opening Items**

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

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

W. McGrail called a meeting of the Director Evaluation Committee of Collegiate Charter School of Lowell to order on Thursday Sep 5, 2024 at 3:10 PM.

### **II. Director Evaluation**

### **A. Components, Tools, and Process**

Review samples of staff survey.

- Survey to be released beginning of year and end of year.
- Survey Monkey or Board on Track

Goals set by Executive Director.

Past years summary from Executive Director.

Review of DESE sample evaluation documents.

Review of Board on Track evaluation documents.

Next sub-committee meeting to be held Wednesday, September 11th @ 3:00 p.m.

### **III. 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 4:06 PM.

Respectfully Submitted,  
W. McGrail