<div align="center">**Board Committee Purpose Document**</div>

Committee Name: Support and Evaluation Committee

Year: 2023-24
Revision Date: Oct. 30, 2023

Purpose: This committee's purpose is to support, evaluate, and partner with the CIO so the person is able to effectively implement STEM's strategic priorities.

Scope of Work: The Support and Evaluation Committee is primarily responsible for setting annual goals, establishing needed supports and resources, and overseeing the annual evaluation of the CIO. Specifically,

- Annually review and revise as necessary the CIO's job description.
- Develop an annual timeline, tool, and criteria to evaluate the CIO.
- Develop and implement a CIO support strategy.
- Ensure effective collaboration and communication to the full board on progress toward annual goals.
- Prepare or revise the CIO's contract as necessary.
- Recommend CIO compensation adjustments to the full board, as appropriate.
- Annually evaluate its work as a committee and the objectives it has committed itself to, and report on the same to the board of trustees.

Appointments and Composition: Committee chair and 1 other board member are determined as a result of annual Board training and/or summer working sessions and membership confirmed at a Board meeting at the start of each school year, typically August. Committee composition typically includes two Board members, CIO, and does not include any staff members due to the sensitivity and confidentiality of items addressed in this committee.

Current Members: Chair - Erin Quigley (Board member), Kelly Reyna (Board member), Matt Cartier (CIO).

2023/2024 Annual Process Goals (by end of March):
1. Create Committee one page purpose document.
2. Develop an annual Support and Evaluation process and timeline
3. Complete the evaluation process and contractual renewal
4. Outline the priorities for the 24/25 school year
5. Demonstrate effective communication and trust by
   a. Meeting regularly
   b. Discussing highest priority topics
   c. Provide effective and transparent updates to the board

Long-term Goals:

Long-term goal (~3 years): Cultivate a culture that encourages ownership, teamwork, innovation, and an overall commitment to excellence.

Medium-term goals (2023-2024):
<u>Operational Goals:</u>

- Modeling: Consistently models the ownership, teamwork, innovation, and an overall commitment to excellence we are driving towards in our long-term goal. Possible evidence:
    - Sample emails/communications
    - How community-wide events are executed
    - Sample coaching notes/interactions
    - Processes used for addressing needs, difficult conversations, etc
- Strategic Planning and Budgeting: Initiates and executes on a campus-wide strategic thinking and budgeting process that will drive the school's strategic priorities. Possible evidence:
    - Operational plans from each dept/sub-team
    - Budgets based on priorities
    - (Reach) Updated strategic plan (Bellwether)
- Leadership Development: Effectively develops the Shared Services Team by (re)defining roles and expectations, providing regular feedback on performance, and setting up structures for productive collaboration with each other, STEM HR, and future schools. Possible evidence:
    - Hiring the right people
    - Accurate job descriptions
    - Support & evaluation worksheets for each person on the Shared Services team
    - (Reach) Owner/Decision-making chart

Personal Professional Goals (identified by Matt)

Annual Calendar:
1. June:
    a. Board training
2. August:
    a. Bylaws - Discuss during Board training, approve updates at the start of school year,
    b. Audit of current BOT evaluation tool
3. September:
    a. Create Committee one page purpose document
    b. Finalize the evaluation tool domains
    c. Prep for the 10/3 BOD presentation
4. October:
    a. Edit the Board on Track evaluation tool to reflect what's decided.
5. November:
    a. Determine how this informs the bonus
    b. Create "sensible default" calendar for ongoing years
6. December:
    a. Complete initial progress check-in
7. Winter:
    a. Complete mid-year progress check-in (to determine renewal of CIO contract)
8. May:
    a. Complete end-of-year evaluation (to determine the CIO bonus)

Scheduled Recurring Meetings: Initial Meeting - 8/24/23, monthly meetings on 3rd Thursday of the month.

Board Roster : Chair - Erin Quigley, Vice Chair - Kelly Reyna