

## Board Committee Purpose Document

**Committee Name:** Support and Evaluation Committee

**Year:** 2024-25

**Revision Date:** Sep 30, 2024

**Purpose:** This committee's purpose is to support, evaluate, and partner with the CIO so the person is able to effectively implement Koson / 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).

### **2024/2025 Annual Process Goals (by end of Sept):**

1. Create Committee one page purpose document.
2. Update 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

### **[2024-2025 Goals](#)**

#### **Annual Calendar:**

1. June:
  - a. Board training

2. August:
  - a. Board Meeting: Reminder of CIO support and evaluation process
  - b. Committee Meeting: draft CIO goals
  
3. September:
  - a. Board Meeting: Board feedback on draft CIO goals
  - b. Committee Meeting: Finalize the CIO goals
  
4. October:
  - a. Board Meeting: Board Vote on CIO goals
  - b. Erin: Edit the Board on Track evaluation tool to reflect what's decided.
  - c. Committee Meeting: Reminder of Mid-year Check-in process
  
5. November:
  - a. Matt: Begin Mid-Year check-in self reflection
  - b. Board Meeting: CIO Mid-Year Check-In: Reminder of the process
  - c. Matt: Send the Board Mid-Year self-reflection
  - d. Board: Complete individual mid-year check-in feedback
  - e. Committee Meeting:
  
6. December:
  - a. Board Meeting: Executive Session: Discuss and finalize board feedback on the mid-year check-in.
  - b. Erin & Kelly summarize Board feedback and share it with the CIO
  - c. Committee Meeting: Share feedback with CIO
  - d. Erin: Finalize Mid-Year Check-In Evaluation Report
  
7. January:
  - a. Board Meeting:
    - i. Vote on CIO's Mid-Year Evaluation Report
  - b. Committee Meeting:
    - i. Review 25-26 CIO contract
    - ii. Plan EOY evaluation plan (includes leadership feedback from Matt's leads, feedback from Board, and reflection from Matt)
  
8. February:
  - a. Board Meeting:
    - i. Present draft CIO contract for feedback
    - ii. Present EOY Evaluation Plan
  - b. Committee Meeting:
    - i. Finalize CIO contract
    - ii. Launch EOY Evaluation Plan
  
9. March:
  - a. Board Meeting: Vote on CIO contract
  - b. Committee Meeting: Check in on EOY Evaluation Plan

10. April

- a. Matt: Complete EOY self-reflection
- b. Erin: Collect STEM Leadership feedback on CIO
- c. Board Meeting: CIO EOY Evaluation: Reminder of the process
- d. Board: Complete EOY Evaluation
- e. Erin: Send the Board the EOY Evaluation Packet:
  - i. Mett's self-reflection
  - ii. Matt's self evaluation
  - iii. Leadership feedback
  - iv. Board members' evaluation
- f. Committee Meeting:

11. May:

- a. Board Meeting: Executive Session: Discuss and finalize CIO EOY Evaluation
- b. Erin & Kelly summarize Board CIO EOY Evaluation
- c. Committee Meeting: Share CIO EOY Board Evaluation with CIO
- d. Erin: Finalize CIO EOY Board Evaluation Report

12. June:

- a. Board Meeting: Vote on EOY Evaluation Report

**Scheduled Recurring Meetings:** 3rd Thursday of the month.

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