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City on a Hill Charter Public School

October 2022 Executive Director Support and Eval Committee Meeting

Date and Time

Wednesday October 19, 2022 at 1:00 PM EDT

Agenda

	Purpose	Presenter	Time
I. Opening Items			1:00 PM
A. Record Attendance		Melisa Lemire	2 m
B. Call the Meeting to Order		Melisa Lemire	1 m
C. Approve Minutes	Approve Minutes	Melisa Lemire	2 m
Approve minutes for June 2022 Executive Director Support Committee Meeting on June 15, 2022			
II. Executive Director General Updates			1:05 PM
A. Leadership Updates	Discuss	Melisa Lemire	15 m
Sonya Pratt, Executive Director, shares her current perspective on her leadership. Melisa Lemire, Board Chair, will lead a discussion on how this Committee can support Pratt in school year 2022-2023.			
B. Executive Director Goals	FYI	Sonya Pratt	10 m
Sonya Pratt, Executive Director, shares her priorities for school year 2022-2023, and gets initial feedback on the topics of her goals to be approved at the December 2022 ED Support Committee Meeting.			
III. Executive Director Paid Time Off (PTO)			1:30 PM

	Purpose	Presenter	Time
A. Executive Director PTO Review and Discussion	Discuss	Melisa Lemire	10 m

Jordan Pina, Chief of Staff, reviews Pratt's use of PTO as Executive Director and Pratt makes any applicable requests for adjustments per her contract. Melisa Lemire, Board Chair, leads the Committee in a discussion about Pratt's use of PTO and evaluates her request.

B. Vote to Approve Rollover of ED Vacation Time	Vote	Melisa Lemire	5 m
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Melisa Lemire, Board Chair, calls for a vote on Pratt's PTO-related request.

IV. Executive Director Contract Discussion 1:45 PM

A. Executive Director Contract Discussion	Discuss	Melisa Lemire	15 m
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The Committee reviews Pratt's current contract as Executive Director and discusses any proposed changes.

V. Closing Items 2:00 PM

A. Adjourn Meeting	Vote	Melisa Lemire	
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