



Discovery Charter School

Administrative Evaluation Committee Meeting Minutes March 2, 2017

The following are the minutes from the Governing Board Meeting of Discovery Charter School held Thursday, March 2, 2017, at 6:00pm at the Green Valley Library, 2797 N. Green Valley Parkway, Henderson, NV 89014.

1. Call to Order
Megan Hubble, Committee Chair, called the meeting to order March 2, 2017 at 6:15pm.
2. Roll Call/Establishment of a Quorum (ACTION ITEM)
Megan Hubble, Heidi Ongbongan, Lori Knight present. A quorum was established. Tim West arrived 6:19pm.
3. Recite School Motto
Committee member Heidi Ongbongan recited the school motto: *Discovery Charter School's mission is to promote a safe, nurturing environment that fosters student success through community involvement, progressive educational practices, and innovative use of technology.*
4. Public Comments. No comments.
5. Adoption of Agenda (ACTION ITEM)
Heidi Ongbongan moved to approve the agenda. Lori Knight seconded the agenda as amended. All in favor, agenda approved.

UNFINISHED BUSINESS:

6. None

NEW BUSINESS:

7. Review and possible action for the establishment of administrative criteria for recommendation to the Board.
The CCSD principal requirements were reviewed and discussed as a comparison. It was discussed that some of the items from the CCSD listing of "Essential Duties and Responsibilities" are not relevant to our school, and can be deleted or updated to reflect our school structure. It was also discussed that the section of the CCSD principal listing that pertains to "position expectations" may not be necessary at this point, and that focus should be put on the Essential Duties first. A final version was not established, and discussion will continue at the next committee meeting.
8. Review and possible action for the establishment of an administrative evaluation for recommendation to the board.
Two sample documents were reviewed, the Charter School CEO/Executive Director Evaluation Rubric from Charter School Tools and the Professional Growth Plan for School Principals from Achievement First Charters. It was discussed that the CEO evaluation sheet grid had categories that seemed relevant, but that the Professional Growth Plan version highlighted what was a measureable observable. It was discussed that we wanted clear measureable observables for each item, so there can be no doubt as to whether it was being met or not. A final version was not established, and discussion will continue at the next committee meeting.

OTHER:

9. Committee Member Comments (Non-Action Items) – None.
10. Public Comments – (Comments may be limited to three minutes per person. Action will not be taken on the matters considered during this period until specifically included on an agenda as an Action Item.) None.
11. Response to Public Comments – None.
12. Announcements and Agenda Planning: Discussion of checking with the library for a future date, but no date set for next committee meeting.
13. Adjournment- Committee Meeting Adjourned at 7:28pm.