



# Cannon Beach Academy Board Work Session Minutes

## On Site & **Virtual Meeting**

Thursday, March 2, 2023 | 6:00 – 7:00 pm

Join: <https://meet.google.com/xqv-mhnb-rej>

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**Board Members: President Phil Vincent, Treasurer Barb Knop, Secretary Alec Holser, Christine Coulter, Sophia Cording**

**Is quorum present? (5)**

### Review tonight's agenda

- Part 1 Evaluation
- Part 2 Goals
- Board Ratings Summary
- Part 3 360 Degree Evaluation

### Part 1 Evaluation

- The first part is collecting information from the Board on a historical view of the directors performance. Once the information is collected and summarized by the board it will then be shared with the Director in an executive session
- Using the OSBA Directors Evaluation Handbook, Phil Vincent has created an excel document of the 9 evaluation criteria to allow each board member to fill out the evaluation using the text from OSBA. Phil V. added one additional evaluation option for each section that allows a board member to opt-out of the question if they do not feel they have sufficient information to evaluate. Board members agreed that having that option was important.
- One issue Phil V. pointed out is that the Board did not previously set written goals for the Directors goals for this past year and thus there is not a clear basis for direct evaluation on those goals. It was discussed that while not specifically called out, some goals such as increased enrollment efforts, have been articulated in board meetings.
- It was decided that the evaluation period should be from the beginning of the 2022-2023 school year.
- Sophia C. asked if there was a resume on file for the director to help the new board members better understand the directors experience and credentialing. It was noted that the period when the previous director left and Ryan Hull became the interim director it was very sudden and not through a formal hiring process so it is unlikely there was a resume as he was already on the staff. Phil V. will request on from Ryan Hull to be put in the record.
- It was agreed that the board members will fill out the evaluation form by Friday March 10th. The forms will only be seen by the president of the board and they should not be shared between board members. If there are any questions about the evaluation they should be directed only to the board president and not copied to other members. The board president can then answer questions as needed.

### Part 2 Goals

- The board discussed how and if goals should be discussed as a board for developing some criteria for the evaluation. It was agreed that having some goals agreed on by the board would be useful in the evaluation and in discussing with the director where the board sees success or needs for improvement. As this is a working session those goals cannot be articulated at this time. The board agreed to discuss goals in an executive session on March 15th.

### 360 Evaluation

- The board discussed the merits of a "360" evaluation where input would be gathered from staff and teachers. It was agreed that this input would be helpful in the evaluation, but also that since it had not

previously been set forth as an evaluation process it would not be appropriate at this point to include it directly in this evaluation. Additionally the time required for developing the evaluation questions / tools would further delay this evaluation which is already overdue.

- The board agreed to separately work on a staff / teacher input process before the end of the school year.

#### **Summary**

- Board members will fill-out the evaluations by end of day Friday March 10th.
- Phil V. will assemble the raw data and summaries for review in an executive session following the regular board meeting on March 15th
- The Board will hold an executive session following the April 19th regular board meeting to share the findings of the evaluation with the Director.

**Good of the order?** None

**Adjourn 7:05**