



Stargate School will provide a differentiated program designed specifically to meet the needs of identified intellectually gifted learners in order to challenge each student’s academic abilities, support their unique emotional needs, promote individual character development and encourage a life-long love of learning.

STARGATE SCHOOL GOVERNANCE BOARD OF DIRECTORS

Regular Business Meeting Minutes

Meeting held at Stargate School

April 2, 2018

5:30 PM

Staff and Community Attendance	
Administrators	4
Community Members	34

I. CALL TO ORDER

- A. The meeting was called to order by Jan Kulmann at 7:31 PM.

II. EXECUTIVE SESSION

- A. **Motion to enter executive session for personnel discussions related to operational needs [per C.R.S. 24-6-402(4)(f)].**

Entered executive session at 5:34 PM

Ended executive session at 7:22 PM

Motion	Second	For	Against	Abstain
Jan Kulmann	Elizabeth Williams	6	0	0
Motion Passed.				

III. OPEN REGULAR SESSION – 7:30 PM

- A. Welcome: Jan Kulmann welcomed staff and thanked community members for their presence and participation. Mrs. Kulmann also pointed out a parent volunteer will be live-streaming the meeting via Facebook.

B. Roll Call:

Board Member	Title	Attendance	
		Present	Absent
Jan Kulmann	President	✓	
Calley Herzog	Vice President	✓	
Taylor Johnson	Secretary	✓	
Elizabeth Williams	Treasurer	✓	
Brad Schoenfeld	Parent Director	✓	
Christina McMillon	Independent Director	✓	

- C. Reading of the Stargate Mission: Elizabeth Williams.

- D. Kudos: Elizabeth Williams and Mrs. Hischke read kudos submitted via email.



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IV. REVIEW/ACCEPT AGENDA

A. **Motion to accept the agenda as discussed¹.**

Motion	Second	For	Against	Abstain
Jan Kulmann	Taylor Johnson	6	0	0
Motion Passed.				

¹Remove Item XI - *Executive Session* from the agenda.

V. APPROVAL OF MINUTES

A. **Motion to approve the Minutes from the Governance Board Business Meeting held March 21st, 2018.**

Motion	Second	For	Against	Abstain
Taylor Johnson	Christina McMillon	6	0	0
Motion Passed.				

¹A clarification was requested from Calley Herzog regarding Item VI – C: the “Induction Program” is in fact a mentorship program.

VI. PUBLIC COMMENT

Mrs. Kulmann reminded those presenting to use the podium and to address the Board when speaking, be respectful and to keep the public comments to 3 minutes. Individuals may no longer share minutes.

- A. A grandparent of two Stargate students praised Administration and staff at Stargate.
- B. A parent made a comment in support of Stargate’s current staff, Administration and Board. The parent encouraged the silent majority to attend the monthly Board Meetings and urged the community to move forward in grace and forgiveness.
- C. A member of the Recruiting Committee gave a reminder about the upcoming nominations. In June, the Governance Board of Directors will have two vacant seats, each holding a 3-year term. Vacant seats also exist for Independent Directors. The Recruiting Committee member also reminded parents to check their Infinite Campus to ensure valid email addresses exist for each parent.
- D. A parent thanked the Board, Administration and staff for their perseverance. The parent requested the community move forward together as an important example for our children.
- E. A parent thanked the Board for their hours of volunteer work and encouraged each member to continue their efforts.
- F. Jan Kulmann, President of the Board, spoke about her 6 years serving on the Board. Mrs. Kulmann encouraged the upcoming and existing Board members to listen, acknowledge and take into consideration public comment/opinions but to make informed decisions based on available facts and data.



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VII. SCHOOL OPERATIONS: EXECUTIVE DIRECTOR & CFO REPORTS

A. Executive Director Report (see Attachment A)

Due to only 3 in-school days having passed since the last Board Meeting, Mr. Cochran stated that a minimal report was available and provided the following operational updates:

School Updates

- Two Monitoring Reports have been provided from OCR (related to the Title IX Coordinator and the Staff Survey related to retaliation). These reports will be discussed later in the evening.
- The 2018 Adroit Expo will take place on Friday, April 27th.
- Tickets for Grease are available for purchase online.

Mr. Cochran notified the audience of his personal request to the Board to step away from Executive Director position and take on a position that would allow him to work closer with Stargate students and the community. The Board will work with Mr. Cochran to restructure the administrative roles.

B. CFO Report

- Lynne Allen reiterated that since only three working days have passed since the last Board Meeting, a minimal report was available.
- The Compensation Committee will be present their findings on May 9th at 5:30 PM. The Board agreed this meeting will be a working session, open to the public, with no meeting minutes or motions.

C. Special Project: Curriculum Alignment

- Stephanie Blamires and Mrs. Hischke requested assistance from the Board to determine a date for the town hall-style meeting. Mrs. Blamires recommend recording this meeting for parents that cannot attend and recommended including teachers, possibly the team leads.
- Mrs. Blamires recommended that the meeting be a short presentation followed by a time for open discussion on the potential impacts of each of the 5 options that will be presented (e.g., looping vs. unlooping, generalists vs. specialists).
- Beginning in June, Mrs. Hischke will be leading the Curriculum Alignment effort as Mrs. Blamires will be transitioning to a new position out of state.
- Calley Herzog and Christina McMillon will coordinate with Mrs. Hischke on the town hall date.
- Next steps will be discussed after the town hall meeting; however, the expectation is that a final decision be made in May.

VIII. BOARD OPERATIONS: COMMITTEE REPORTS

A. None

IX. BOARD PLANNING: ACTION ITEMS

A. None



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X. BOARD PLANNING: DISCUSSION ITEMS

A. Update on OCR and Delegation of Board Member

- Calley Herzog and Elizabeth Williams will assist Mr. Cochran with preparing documents to submit to the OCR.
- Due to Spring Break, an extension for Complaint #7 was requested. Data collection is in progress.

B. Board Self-Assessment with SAC

- Calley Herzog facilitated the Board Self-Assessment. Scores will be collected and benchmarked from last year, including the results of the responses from the Committee Chairs and Administrators who completed the survey.

C. State of the School – Board Responses

- Jan Kulmann reviewed responses to the 2018 SAC Recommendations in preparation for the State of the School meeting.

XI. EXECUTIVE SESSION

A. None

XII. FUTURE PLANNING: BOARD CALENDAR

- The following items will be added to the school calendar:
 - o May 9th at 5:30 PM – working session for budget and salary recommendations
 - o May 23rd at 6:30 PM – 8th Grade Continuation
 - o May 24th at 8:30 AM – Kindergarten Graduation
- The following items will be added to the May business meeting agenda:
 - o Update on training
 - o Treasurer role
 - o Q3 budget approval
 - o Fundraising end of year report
 - o Motion on refinancing
 - o Final reading of Email Policy
 - o Updates on Complaint Policy
 - o Operations report on Special Education Team

XIII. ADJOURNMENT

A. **Motion to adjourn at 8:52 PM.**

Motion	Second	For	Against	Abstain
Jan Kulmann	Christina McMillon	6	0	0
Motion Passed.				



STARGATE SCHOOL GOVERNANCE

Stargate School will provide a differentiated program designed specifically to meet the needs of identified intellectually gifted learners in order to challenge each student's academic abilities, support their unique emotional needs, promote individual character development and encourage a life-long love of learning.

List of Attachments:

- A- Operations Report**
- B- SAC 2019 Recommendations Presentation**
- C- Board Response to SAC Recommendations - Draft**

STARGATE SCHOOL

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Stargate School Operations Update April 2, 2018

Adams 12 Requirements and Assurances	Contract Assurances – Cochran	SSS Assurances - Hunt	ELL Assurances - Wiley	Date
Quarterly charter school visits conducted by charter liaison and district staff who may want to attend the meeting due to the timeliness of a specific content-related request or inquiry (i.e. special populations)			Oct. 2, 2017 12:30pm – 3:30pm Site Visit with Kim Walsh, Heather Grecious, Katrina Fernandez Dec. 12, 2017 10:00am – 1:00pm Mar. 9, 2018 9:00am – 12:00pm - Whole group discussion on Attachment 10 May 8, 2018 10:00am – 1:00pm	
Quarterly charter school meetings to discuss district-wide operations, processes, renewals, items related to the contract deadline, etc.			Sept. 22, 2017 1:00pm - 3:00pm Dec. 1, 2017 1:00pm - 3:00pm Feb. 23, 2018 1:00pm - 3:00pm – May 3, 2018 1:00pm - 3:00pm	

School Updates: Spring Break!

Adroit Expo 2018- Mark your Calendar for the– Friday April 27, 2018.

OCR Resolutions Progress Monitoring – All OCR investigations are in resolution and monitoring phase.

Executive Director Scorecard 2017 -2018

Goal	Percentage	Timeline	Evidence
Systematically expand Stargate from a K-8 to a K-12 School. Enhance leadership to increase effectiveness as an executive director	20%	2014- 2020	Lead school Expansion opportunities from 2014-2020. Including: Grants/Donations, Building/Construction, Facilities, Curriculum, Admissions, Hiring, etc. Leadership Development- Train and Mentor administrators in elementary and secondary schools. Create scorecard with SMART goals that are tracked and updated monthly. Meet with a leader in a field other than education to engage in discourse regarding leadership including styles, growth, pitfalls and successes. -August 2017 – Leadership team Insights training presented by PeopleConnectHR -September – Tom Castle – President Sullivan Hayes

			<ul style="list-style-type: none"> -October – Ben Lindquist – President of Colorado League of Charter Schools -November – Jerry Pence – CEO of School Builder -December – No Meeting - January – Kevin Jenking – CEO St. Anthony’s North -February – CLC Conference Panel -March - Steve Cobb CMO- St. Anthony’s
Align Special Education practice and systems K-12	30%	2017-2018	<p>Create a Special Populations Department that has oversight by a lead employee and reports directly to the Executive Director</p> <p>Ensure IDEA, 504, GT, ELL, and other special population compliance with all Adams 12, State and Federal requirements.</p>
Define Stargate’s Plan of Instruction by implementing The Stargate Way through Adroit and continued curricular alignment.	20%	2017-2019	<p>Implement and align Curriculum and Adroit program for grades K-12</p> <p>Train key staff members in design thinking and include targeted whole staff training during Professional Development.</p> <p>Infuse the design thinking process into general classrooms.</p>
Operate a zero balance budget by allocating resources to retain exceptional educators and improve student achievement.	15%	Yearly	<p>Reach projected student enrollment</p> <p>Business Manager financial reports</p> <p>Independent Audit (See Final Audit)</p>
Ensure the Stargate Way and the Stargate Mission is upheld in every classroom every day.	15%	Yearly	80% positive overall response to Climate questions

Goal Progress Monitoring as of April 2, 2018

Systematically expand Stargate from a K-8 to a K-12 School. Enhance leadership to increase effectiveness as an executive director

- Direct Report Goal Setting from 1st Semester. Weekly meetings with Admin team
- Leadership meetings 6/7 months completed
- Presented at the Colorado League of Charter School Conference 'Tales from the Front Line'

Align Special Education practice and systems K-12

- Sped Process Report to GBOD 3/21/18
- 89 current 504 plans
- 63 current IEP's 9 in process
- 7 all staff trainings completed since August 2017
- 16+ trainings attended by service providers since August 2017
- 21 new IEPs since 8/2017
- 9 IEP evaluations currently being completed

Define Stargate's Plan of Instruction by implementing The Stargate Way through Adroit and continued curricular alignment.

- 9 staff have attended/ visited Nueva Schools DT institute in San Francisco, CA
- Hired 2nd full time Adroit Teacher in August 2017
- 5 whole staff Design Thinking trainings offered since August 2017
- Weekly community messages and Adroit class updates sent via Principal newsletters to educate community on difference between Adroit class and Adroit Expo
- DT lesson at 2.20.18 PD day with collaborative lesson planning following
- Short Constructed Response writing initiative
- RACES and PEP
- Staff training, implementation and monitoring of improving student growth on ELA PARCC assessment
- On-going review and curricular analysis K-12.

Operate a zero balance budget by allocating resources to retain exceptional educators and improve student achievement.

- Updates from CFO, Lynne Allen

Ensure the Stargate Way and the Stargate Mission is upheld in every classroom every day.

- Instruction Observations being conducted by building principals
- As of 12.20.17 Mrs. Hischke and Mr. Cable have used the Educator Effectiveness Rubrics to collectively observe instruction and gifted practices in 142 classes. Each staff member has had at least two 15-20 minute visits with feedback, questions and chance for reflection uploaded to their evaluation portfolio. Mid-year evaluation meeting and rubric scores will be held in January 2018.
- January 2018 – Staff are currently scheduling meetings with their building principal to conduct mid-year evaluations and set goals for remainder of 2018.
- As of February 2018, 100% of certified teachers have completed mid-year evaluation. Individual meetings held with building principal, scorecard reviewed including self-evaluation & principal rating and goals set for remainder of year.

Climate survey being presented to staff and community January 5-19, 2018

- Summary of staff and community survey to be presented by building principals on 2.21.18 and 2.28.18
- Recommendations from SAC presented at March board meeting

Resolution Terms for OCR Monitoring

Resolution 1- Title VI, Section 504, Title II Monitoring Letter Received 3.8.18		As of April 2, 2018
Term I Staff Training	Fulfilled	
Term II Memo to Staff	Fulfilled	
Term III Ongoing Monitoring	By January 31, 2018, the School will provide to OCR a report on all special education referrals for evaluations made between July 15,2017 and December 31,2017.	Sent to OCR on Jan 30, 2018 Will provide additional documentation to OCR for Spring 2018 semester by June 30, 2018
Term IV Compensatory Services	Services offered for 6 months	Completed on 2.22.18, documentation of services will be sent to OCR by 3.2.18. Fulfilled as of 3.8.18
Resolution 2- Admissions Monitoring Letter Received 3.22.18		
Term I Staff Training	Fulfilled	
Term II Webpages and Materials	Fulfilled	
Term III Policy	Fulfilled	
Term IV Guidance	Fulfilled	
Term V Additional Reporting	By October 1, 2018, the Recipients will provide to OCR all reports, grievances, or complaints, whether oral or written, from parents regarding disability discrimination in recruitment or admissions from August 1, 2017 to August 31, 2018.	Denial records will be sent to OCR by 10.1.18 along with any grievances received.
Resolution 3- Title IX Monitoring Letter Received 3.23.18		
Term I Coordinator	By 2.10.18 designate, train and communicate Stargate Title IX coordinator	Sent on 1.23.18 - Follow up questions received on 2.5.18. On 3.15.18 the school indicated that Lynne Allen will serve in the Title IX capacity until a new a new HR Manager is hired and will serve in this capacity. Monitoring report received on

		3.23.18 indicating that accepts our plan and requested an update by 6.1.18
Term II – Staff Training	By 3.12.18 materials and proposed trainer to train all staff on harassment/discrimination must be submitted to OCR. 60 days following approval, all staff must be trained.	School attorney, Bill Bethke provided draft training materials to OCR on 3/12/18. Follow up questions were received on 3/23/18 and a response submitted on 3/29/18.
Term III Complaint Form	By 2.10.18 a Title IX discrimination reporting form must be sent to OCR for approval	Sent on 1.24.18 - Follow up questions received on 2.5.18. Form approved via monitoring report received on 3.23.18
Term IV Services and Safety Plan	Fulfilled	Fulfilled per 3.23.18 monitoring report. OCR has requested that by June 1, 2018, please provide a written update about the safety plans and services for students.
Term V Additional Reporting	By 6.22.18 and 1.25.19 all reports, grievances or complaints related to Title IX must be reported to OCR	
Resolution 4- Title IX Monitoring Letter Received 3.27.18		
Term I Create written procedure	By 1.31.18 submit to OCR a policy, procedure and process where complaints of sex discrimination may be filed	Clarifying information received via monitoring report received on 3.27.18. Response due by 4.26.18
Term II Communicate	15 days following OCR's approval of policy, communicate it to community	
Term III Reporting	By 6.22.18 and 1.25.19 all reports, grievances or complaints related to Title IX must be reported to OCR	
Term IV Staff Training	By 3.12.18 materials and proposed trainer to train all staff on harassment/discrimination must be submitted to OCR. 60 days following approval all staff must be trained.	School attorney, Bill Bethke provided draft training materials to OCR on 3/12/18. Follow up questions were received on 3/23/18 and a response submitted on 3/29/18.
Term V Secondary Student Assembly	By 1.31.18 submit proposed assembly to OCR regarding recognizing and reporting discrimination/ harassment	Clarifying information received via monitoring report received on 3.27.18. Response due by 4.26.18

Term IV Support for Students	By 1.11.18 offer support services to students	Fulfilled per monitoring report received on 3.27.18
Resolution V- Retaliation Monitoring Letter Received 3.27.18		
Term I Climate Survey	By January 17, 2018 send OCR Staff Climate survey with proposed questions	Fulfilled per monitoring report received 3.27.18.
Term II - Written Policy	Submit proposed Complaint Reporting Policy and Form by January 17, 2018	Clarifying questions received via monitoring report on 3.27.18. Response due to OCR by April 26, 2018
Term III Reporting	By 5.31.18 and 12.31.18 all reports, grievances or complaints related to grievances or complaints from staff must be reported to OCR	
Term IV Handbook Updates	Within 15 days of approval of term II. Include notice of nondiscrimination and notice of revised reporting procedure in Staff Handbook	
Term V Staff Training	By March 21, 2018 send OCR draft document on Training for staff on school's prohibition against retaliation. With 60 days of approval, provide training.	School attorney, Bill Bethke provided draft training materials to OCR on 3/12/18. Follow up questions were received on 3/23/18 and a response submitted on 3/29/18.
Term VI References	By May, 31 2018 and December 31, 2018 send OCR evidence of completed reference checks.	Term B & C fulfilled Per monitoring report received on 3.27.18. Term A due by 5.31.18 and 12.31.18.

SAC Recommendations and Process

PRESENTATION TO THE STARGATE GOVERNANCE BOARD

MARCH 21, 2018

What is SAC's function?

The primary functions of the SAC include*:

- evaluating the program for effectiveness
- monitoring progress toward accomplishing goals
- providing summary reports to the governing board
- making recommendations for school improvement

*from Colorado Department of Education Schools of Choice Charter School Board Training Modules, Module 16

Survey participation

Parent survey

- 557 responses (75% increase over last year)
- Over 1400 comments on multiple topics

Staff survey

- 105 responses (69% increase over last year)
- Over 350 comments on multiple topics

How survey results are used

- Data is used to format various charts for evaluation and comparison to previous year. Charts are shared with the community and used for the State of the School.
- Comments are filtered and summarized.
 - Summarized comments specific to particular grades are shared with relevant staff, along with charts from the parent grade-specific responses.
 - Summarized comments specific to other issues are shared with leadership.
- Charts are analyzed to determine main themes and needed improvements. Comments are also considered in the analysis.
- Potential recommendations are proposed by SAC members and discussed as a group. Final ideas are carefully evaluated and worded to ensure consistency with our scope of responsibility and to fairly represent the data.

Recommendations Process

Recommendations are proposed each spring following survey analysis.

Initial Governance Board responses to the new recommendations are included as part of the annual State of the School presentation.

Each quarter thereafter, SAC solicits follow-up feedback from the Governance Board and Executive Director regarding responses.

Based on the feedback and SAC analysis, a score of progress is given on a scale of 0-3.

The average score for all existing recommendations is determined.

This score is factored in the Governance Board quarterly KPI rating.

Recommendations: Community Relations

Make user-friendly improvements to the website.

Recommendations: Curriculum

Create a syllabus for Adroit Day projects to clarify expectations, purpose and process specific to each grade.

Clarify and communicate Adroit terminology (passion project vs design-thinking specials class) and evaluate the effectiveness of Adroit Day projects in the primary building.

Renew focus on the social/emotional needs of gifted students, as these needs are very particular to the community we serve and should be incorporated into the curriculum. Consider developing a Gifted Learning committee to assess needs and suggest programs.

Recommendations: Staff support

Evaluate the current tech support contract, taking immediate steps to resolve concerns with lack of service and support by establishing service-level agreements for common support scenarios (e.g. toner refills). In addition, the support vendor should be knowledgeable with how technology is utilized within education (e.g. how teachers use technology in classroom).

Conduct a needs-based professional development staff survey by the end of the school year to guide future building-specific PD programs managed by future Assistant Principals.

Consider revising current policies regarding employee access to buildings during non-school hours.

Develop or revise hiring policies to bring them in line with Adams 12 hiring policies.

Create a Faculty Advisory Council to facilitate collaborative problem solving across buildings and levels. The council should report directly to the Board. Refer to Adams 12 guidelines.

Recommendations: Transparency

Hold semi-annual meetings with staff to discuss salary schedules, hiring plans, and other fiscal matters.

Proactively encourage the community to become educated on current issues prior to the next Board election. Email redacted OCR reports – along with a summary of all issues and their current statuses – directly to the community before the election.

Recommendations: Administration

Clearly define the roles and duties for each administrative position, and carefully evaluate the necessity of each of those positions with caution toward becoming too top heavy in administration.

Develop a process for all staff members to evaluate the Executive Director and each building principal annually. Staff feedback should be a weighted part in evaluations of administrators, including the Executive Director.

2018 SAC Recommendations – Board Responses in Prep for SOS

I. Recommendations: Curriculum

1. Create a syllabus for Adroit Day projects to clarify expectations, purpose and process specific to each grade.
 - a. Assigned to Administration
2. Clarify and communicate Adroit terminology (passion project vs design-thinking specials class) and evaluate the effectiveness of Adroit Day projects in the primary building.
 - a. Assigned to Administration
3. Renew focus on the social/emotional needs of gifted students, as these needs are very particular to the community we serve and should be incorporated into the curriculum. Consider developing a Gifted Learning committee to assess needs and suggest programs.
 - a. Assigned to Administration

II. Recommendations: Transparency

1. Hold semi-annual meetings with staff to discuss salary schedules, hiring plans, and other fiscal matters.
 - a. The Board will schedule staff sessions to engage with them directly more often as a unique member of the overall community
2. Proactively encourage the community to become educated on current issues prior to the next Board election.
 - a. Assigned to the election and recruiting committees
3. Email redacted OCR reports – along with a summary of all issues and their current statuses – directly to the community before the election.
 - a. A summary of each report and status was included in the town hall. The slides from that town hall will be posted to the website and links will be emailed to the community in April. Note: the latest OCR will be added to that slide deck as information becomes available.

III. Recommendations: Staff support

1. Evaluate the current tech support contract, taking immediate steps to resolve concerns with lack of service and support by establishing service-level agreements for common support scenarios (e.g. toner refills). In addition, the support vendor should be knowledgeable with how technology is utilized within education (e.g. how teachers use technology in classroom).
 - a. The IT Contract has been evaluated and service improvements have already begun.

2. Conduct a needs-based professional development staff survey by the end of the school year to guide future building-specific PD programs managed by future Assistant Principals.
 - a. Assigned to Administration
3. Consider revising current policies regarding employee access to buildings during non-school hours.
 - a. Assigned to Administration
4. Develop or revise hiring policies to bring them in line with Adams 12 hiring policies.
 - a. Hiring process is defined and follows HR approved processes. See item II. 1.
5. Create a Faculty Advisory Council to facilitate collaborative problem solving across buildings and levels. The council should report directly to the Board. Refer to Adams 12 guidelines.
 - a. Will take under advisement and review opportunities for staff to have a greater voice outside of the SAC.

IV. Recommendations: Administration

1. Clearly define the roles and duties for each administrative position, and carefully evaluate the necessity of each of those positions with caution toward becoming too top heavy in administration.
 - a. The Board has tasked the Administration with development of clear job descriptions for existing positions with updated responsibilities that the expansion of the school community has created. New positions have updated job descriptions developed as part of the recruiting process. The Board works closely with the Finance Committee and CFO on funding for positions while balancing full staff needs. Note: the District has requested several more administrative roles that the Board has reviewed for potential future need but currently the Board has only added AP positions. This will help manage many of the issues brought up by staff members in the community survey.
2. Develop a process for all staff members to evaluate the Executive Director and each building principal annually. Staff feedback should be a weighted part in evaluations of administrators, including the Executive Director.
 - a. The Board has a process that is currently used as a process for ED review by staff members. A similar process can be used for evaluation of other Administrative positions.