

## **SAN CARLOS CHARTER LEARNING CENTER COMPENSATION REVIEW POLICY**

This policy on the process for reviewing the compensation structure of San Carlos Charter Learning Center employees applies to the compensation of the following persons employed by the Organization: School Director.

The process includes all of these elements: (1) review and approval by the Board of Directors, (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

1. Review and approval. The compensation of the person is reviewed and approved by the Board of Directors, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.
2. Use of data as to comparable compensation. The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified, persons in functionally comparable positions at similarly situated organizations.
3. Contemporaneous documentation and recordkeeping. There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

**Adopted by the Governance Council on** December 14, 2011