

GVS Head of School Evaluation Process

Purpose

The quality of the relationship between the Head of School (HoS) and the Charter Board (CB) has a direct impact on the success of Gardner Valley School. A transparent, fair and supportive evaluation process is a vital part of that relationship.

Overview of Evaluation Process

The HoS evaluation is a yearlong process with the intention of ongoing support and professional growth. A specific CB member will be designated to coordinate with the CB president and HoS during each part of the process throughout the year. The formal evaluation component will be conducted annually by the CB in the spring of the school year. While it is the CB that conducts the evaluation and makes the final determination of HoS performance rating, input from relevant members of the school community is essential. A satisfaction survey will be sent to all parents, staff, and students for feedback about the performance of the school and the HoS (as well as the CB as part of their own self-evaluation as a board). In addition, the HoS will be given the opportunity to complete a self-evaluation to be included as part of the formal review process. The formal evaluation review will occur at a regular board meeting in an executive session (as all personnel matters are). The CB performance rating and feedback to the HoS will inform the HoS's professional growth plan for the upcoming school year.

Evaluation Process Sequence

I. Goal Setting (at the beginning of the school year)

- A. Based on the CB performance rating review of the previous year, the HoS creates a professional growth plan by setting goals that have concrete actions associated with them to aid in accomplishing each goal.
- B. The CB president and designated board member meet with the HoS to review and provide feedback on the professional growth plan.
- C. The HoS presents the professional growth plan to the CB at a regular board meeting early in the school year.

II. Regular Monitoring and Feedback

- A. Prior to each regular board meeting, the CB president meets with the HoS to determine progress and problems that need to be addressed at upcoming regular board meetings.
- B. At each regular board meeting, the HoS provides an administrative update of the celebrations, progress and any problems regarding students, families, staff and the school.
- C. At each regular board meeting, the CB designated board member takes note of the HoS performance as the school year unfolds.

- D. Quarterly the CB president and designated board member meet with the HoS to discuss performance, progress toward goals and management of ongoing school operations.
- E. At a midyear regular board meeting, the HoS provides a midyear check-in report related to student academic progress, fiscal status and revision recommendations, progress of HoS goals, and other pertinent information.

III. Preparation for Formal Evaluation Review

- A. The HoS and CB designated board member collaborate to gather the identified data included in the evaluation review.
 - 1. Student academic performance and social/emotional & behavioral trends
 - 2. Overall financial progress and problems overview
 - 3. Staff, students and family satisfaction survey results
- B. The HoS completes the attached self-evaluation, as aligned to the professional growth plan.
- C. The CB designated board member meets with the HoS to review the self-evaluation, the data trends and the satisfaction survey results.

IV. Formal Evaluation Review Session

- A. The CB initiates an executive session for the HoS evaluation no later than the June board meeting.
- B. The CB designated board member brings the gathered information to the executive session for review and discussion.
- C. When the CB has completed their review, the HoS joins the executive session to discuss the evaluation results and is given the opportunity to respond.
- D. The CB finalizes the performance rating and determines the status of contract renewal.

V. Performance Evaluation Delivery

- A. The formal evaluation is sent to the CB membership and filed in the HoS personnel file.
- B. The CB president, designated board member and HoS meet to review the performance rating and highlight key points, discuss questions and summarize conclusions of the board feedback.
- C. The CB designated board member meets with the HoS to reflect on the evaluation process and gathers feedback on any improvement recommendations.

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