

GVS Charter Board Evaluation Process

Purpose

The quality of 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 our success.

Overview of Evaluation Process

The CB evaluation is a yearlong process with the intention of ongoing support and professional growth. The CB secretary will coordinate with the CB president 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 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 CB (as well as the school and the HoS) as part of the evaluation process. In addition, the CB will be given the opportunity to complete an informal self-evaluation to be included as part of the formal review process. The formal evaluation review will occur at a regular board meeting in June. The CB performance rating and feedback will inform the CB's professional growth plan for the upcoming school year.

Evaluation Process Sequence

I. Goal Setting (at the board retreat)

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

II. Regular Monitoring and Feedback

- A. Prior to each regular board meeting, the CB president meets with the Head of School to determine progress and problems that need to be addressed at upcoming regular board meetings.
- B. At each regular board meeting, the CB officers provide updates and reports from their respective committees.
- C. At each regular board meeting, the CB secretary takes note of the CB performance as the school year unfolds.
- D. Quarterly, at a regular board meeting the CB discusses progress toward goals and fiscal management.

III. Preparation for Formal Evaluation Review

- A. The CB president and secretary collaborate to gather the identified data included in the evaluation review.
 - 1. Overall financial progress and problems overview
 - 2. Officer and committee effectiveness
 - 3. Staff, students and family satisfaction survey results
- B. The CB completes the attached informal self-reflection, as aligned to the professional growth plan.
- C. The CB president and secretary meet to review the self-evaluation, the data trends and the satisfaction survey results.

IV. Formal Evaluation Review Session

- A. The CB president facilitates the formal evaluation process with the CB at the regular meeting in June.
- B. When the CB has completed their review, they will take the information to the board retreat to establish new goals for the upcoming school year.
- C. The CB finalizes the GVS Charter Board Self-Evaluation.

V. Performance Evaluation Delivery

- A. The formal evaluation is sent to the CB membership and filed in the CB file.

