

Chatt Hills Evaluation Process

OVERVIEW

Our goal is to create a process that allows us to accomplish our most important role as a board: to support our 1 direct report to set and achieve goals as leader of our school.

TIMELINE

Month	Actions	Who's Responsible
August	Align with school leader on the rubric, framework, and process/timeline for evaluation; annual review of job description	Chair, vice-chair, governance committee (evaluation committee?)
September	Create a baseline- administer first leadership assessment of the year to establish areas of strength + growth aligned to rubric; with the leader set goals	Chair, vice-chair, school leader
Oct-November	Ongoing check-ins to coach and develop around prioritized areas of support; targeted professional development offered	Chair, vice-chair
Mid-year December-Jan	Mid-year self evaluation- including a 360 evaluation that incorporates internal and external feedback (feedback groups include staff, parents, students, board members, external partners- no more than 10-15 total responses) *pre-staff evaluations	Chair, vice chair coordinate, governance or evaluation committee compiles; board in executive session reviews; Mid year conversation conducted by chair/vice chair
Jan-Feb	Ongoing check-ins to coach and develop around prioritized areas of support; targeted professional development offered *Staff evaluations complete by end of Feb	Chair, vice-chair
March	Spring self evaluation: including a 360 evaluation that incorporates internal and external feedback (feedback groups include staff, parents, students, board members, external partners- no more than 10-15 total responses); Merit based compensation conversations occur	Chair, vice chair coordinate, governance or evaluation committee compiles; board in executive session reviews; Spring conversation conducted by chair/vice chair
April - May	Goal setting for upcoming school year	Chair, vice-chair