EVALUATION OF HEAD OF SCHOOL

The purpose of this policy is to ensure that the Governing Council conduct a formal evaluation of the Head of School’s performance in order to assess the Head of School’s effectiveness in performing the duties pertaining to his/her position and leading the school toward established goals.

The Governing Council shall meet at least twice a year as part of the Head of School evaluation process, as determined by the Governing Council of Education. The evaluation cycle shall follow the fiscal year, with a mid-year evaluation occurring before January 1 of each year, and an end-of-year evaluation occurring before July 1. Any meetings of the Governing Council to compile evaluations or to discuss the evaluations with the Head of School, shall be held in executive session. The mid-year evaluation may be less formal, as determined by the Governing Council. The Head of School shall initiate with the Governing Council President the scheduling of these executive sessions as necessary for the Governing Council to timely complete the Head of School evaluation process. The Head of School evaluation process shall always culminate in a meeting in closed executive session with the Head of School to discuss the Head of School’s performance.

The Head of School shall be given a written evaluation of his/her performance at least annually before the end of the fiscal year (June 30), or more frequently as determined by the Governing Council. Any written evaluation of the Head of School’s performance by the Governing Council shall be reflected in a single document which conveys the Governing Council’s collective judgement. Such written feedback to the Head of School shall be approved by a majority vote of the Governing Council in open session. Once approved by the majority of the Governing Council, any written evaluation shall be provided to the

Head of School in executive session for his/her response. The Head of School shall have an

opportunity to ask questions, respond verbally and in writing to the annual written evaluation, and present additional information concerning his/her performance or district progress.

All Governing Council members shall be offered the opportunity to sign any written evaluation of the Head of School by the Governing Council which has been approved by the majority of the Governing Council in open session. The Head of School shall also sign any written evaluation by the Governing Council. The Head of School shall place any written evaluation by the Governing Council in his/her personnel file maintained by the Human Resources Department.

The Governing Council shall evaluate the Head of School at least once each year. Evaluations are confidential. The Governing Council may request full time employees of the District to submit an evaluation of the Head of School to the Governing Council for inclusion in the Governing Council’s evaluation process.

The evaluation(s) shall relate to the Head of School's duties, responsibilities, and progress

toward established goals.

The Head of School shall provide each member of the Governing Council a copy of the evaluation instrument no later than August 1.

A copy of any written evaluation shall be given to the Head of School. If in disagreement with such evaluation, the Head of School may respond in writing to the Governing Council.

Upon the conclusion of any evaluation process, the Governing Council may determine whether any changes in the salary and benefits or contract terms of the Head of School are warranted. The Governing Council will generally aim to act on the Head of School's contract at the conclusion of the mid-year evaluation in the year in which the Head of School's contract expires; however, the Governing Council may also extend the contract in the intervening year of a multi-year contract.

Prior to each new fiscal year, the Governing Council may consider revisions to the evaluation methodology and specific written evaluation instrument for the new fiscal year. The Governing Council may establish a Governing Council subcommittee to make recommendations to the Governing Council regarding the process and

instrument to be used. The Governing Council shall seek input from the Head of School regarding any proposed changes. Any changes to the written evaluation instrument shall be by Governing Council action in open session.

The evaluation and any comments by the Head of School shall become a part of the

Head of School's confidential personnel file.