

ACS Leadership Evaluation Committee, Guidelines & Timeline:

Leadership Evaluation Committee:

- A Leadership Evaluation Committee will be formed and will be responsible for updating the evaluation form, timeline and guidelines as needed. This committee will also communicate with the Leadership about how and when the evaluation will be performed so the school leader has time and is aware of how they will be evaluated by the GB. This committee will also collect the GB formal evaluations and record the final Leadership evaluation score based on an average from ALL GB members.

General Timeline & Guidelines for Leadership Evaluation by the Governing Board:

- At the July meeting (the GB retreat) the School Leader will set 1-3 individual goals for the upcoming school year to share with the GB. (This section is the open-ended “Goals” section on the evaluation form)
- At each GB working session meeting the School Leader will report out on progress, achievements and any concerns pertaining to each area on the evaluation form as the school leader sees appropriate. This can be scheduled by the School Leader for the year or organized differently. It is each GB member’s responsibility to take notes, ask questions, and/or request further information from the School Leader at these meetings, since all members will be filling out the evaluation form.
- In a SEPARATE February working session meeting (optimally, the 3rd week) the School Leader will present any evidence/artifacts relating to overall performance, and goals (see below). The School Leader will also have their self-evaluation completed at this February meeting for the GB to review. After this working session meeting, each GB member will individually fill out the evaluation form and return to the Leadership Evaluation Committee post Leadership presentation. The Committee will compile an overall average score at this meeting and share it with the Board. At this time a decision will be made to renew or non-renew current leadership. If an overall score of 2.0 or less is determined a separate meeting can occur in an executive session.
- The Committee will then meet with Leadership separately and prior to the March working session, per our Bylaws. A formal vote to renew or non renew will be taken in the March General Session meeting.

Guidelines For Leadership:

- If overall performance score is 2.0 or less as determined by the overall Governing Board score, the School Leader will be put on a performance plan for the following school year.
- School Leader will be evaluated every year in this manner.
- At the February meeting, the School Leader will present information on each of the 13 subcategories on this evaluation, specifically providing at least 2 pieces of evidence/artifacts in each of the three broad categories of: Strategic Focus, School Focus, and Values.