

# **Gardner Valley School**

## **Evaluation Policy**

### **Purpose**

The quality of relationships among the Head of School (HoS) and the Charter Board (CB) and the larger school community has a direct impact on the success of Gardner Valley School. A transparent, fair and supportive evaluation process is a vital part of these relationships. Evaluations should be designed in such a way as to allow all involved to reflect on the quantitative and qualitative markers of success both individually and as a group. Honest, supportive feedback will be the basis of all GVS evaluation processes. The overall results of the HoS and CB evaluations should fit into the framework of the Unified Improvement Plan and Strategic Plan and clarify the direction of the next year's work for the leadership team.

### **Head of School Evaluation**

The HoS evaluation is a yearlong process with the intention of ongoing support and professional growth. Being a powerful tool in promoting growth and progress towards organizational goals, evaluation of leadership aligns both to the contract agreements with the authorizer and Colorado State law regarding highly effective school leadership. Effective leadership is the intention behind the State Board of Education's quality standards for school leadership, and our evaluation and goal setting process mirrors this intention and promotes progress towards the elements of the standards adopted by the CB. The quality standards adopted by the CB must meet or exceed the standards set by the State.

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, not later than the June board meeting. The designated CB member will be responsible for updating the evaluation form, timeline and guidelines as needed. This board member will also communicate with the HoS about how and when the evaluation will be performed so he/she has time to prepare. This board member will also collect the CB formal evaluations to be included in the final HoS performance rating.

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

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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.

Each step of the process is detailed in the "GVS Head of School Evaluation Process" document. The steps include goal setting, regular monitoring and feedback, preparation for formal evaluation review, formal evaluation review, and performance evaluation delivery.

## **Charter Board Evaluation**

In order to identify school board training needs, establish goals, and maintain accountability, the CB will participate in an evaluation process each year, with evaluations completed no later than June. The evaluation process includes a self assessment of the CB as a whole as well as an informal self-reflection by each CB member. Input from the stakeholders is also included. The previous year's evaluation will be used to help set the CB's governance goals for the upcoming year. Each step of the process is detailed in the "GVS Charter Board Self-Evaluation Process" document. Once goals for the year are established, a quarterly review of progress towards those goals occurs as part of the review of progress on the strategic plan as a whole.

Evaluations should measure the quality of its operations, meetings, promotion of the vision and mission, strategic plan effectiveness, policy development, legislative monitoring, professional development, accountability and accreditation, financial oversight, and relationship building. Effective evaluations will inform the CB of perceived and actual strengths and areas for improvement; and will be used to establish the CB goals and training activities for the upcoming year.