The end of year evaluation for the Head of School is essential for:

* board accountability
* transparency
* strong board/Head of School partnership
* recognizing and celebrating success
* establishing priorities and goals for the following year

Steps for success

* Step 1.  Prepare for success.  Have your committee, your timeline, your tool and data points decided (Executive Appraisal Tool imported into Board on track, can be used for self-study, and sent out to stakeholders, also include key points from satisfaction surveys, Map testing, financial report? Currently all staff report directly to Laylah – this will not be the case next year, when we hire a Montessori coach)
* Step 2 Complete evaluations
* Step 3 Discuss and align results with the committee and the full board - agree to speak with one voice.  Meet with Head of School to share results.
* Step 4 Plan for next year - agree on goals, determine compensation implications, finalize MEMO - which is a document that can be shared with stakeholders to show board accountability and transparency e.g. as part of board documents, discussed in public part of a board meeting, shared with commission