

DRAFT Proposed Amendment(s) to the Board Policy Manual:

2.4.7 The Head of School Evaluation Committee (EC) is commissioned by and responsible to the Board to assume the primary responsibility for developing and implementing an annual process to evaluate the Head of School, and in accordance with the Member Composition requirements and Duties provided below.

2.4.7.1 Composition. As a Standing Committee, the annual election of the Head of School Evaluation Committee Chair and Members shall be accomplished in accordance with the provisions of BPM 2.4.1. The annual ratification of the Head of School Evaluation Committee Members at the June Board meeting shall further be subject to the following stipulations: Committee Membership of the Head of School Evaluation Committee shall be allocated so that each of the other Standing Committees [i.e. Governance (GV); Finance (FN); Facilities (FC); Academics (AC); and Development (DC)] have at least one Member designated to serve on the Head of School Evaluation Committee. The Board Chair shall serve as a voting member on the Committee.

2.4.7.2 Duties. The Head of School Evaluation Committee shall develop and recommend policies to the Board pertaining to:

2.4.7.3 ongoing assessment of the Head of School through the year,

2.4.7.4 annual review of Head of School performance at the June Meeting, pursuant to BPM 2.3.7.3,

2.4.7.5 creation of annual timeline and Head of School assessment schedule, including at least three (3) evaluation meetings with the Head of School throughout the year,

2.4.7.6 annual review and revisions as necessary of the Head of School job description in the Board's Governing Documents,

2.4.7.7 processes to support the Head of School in the development of annual organizational goals and the Board's annual approval of same,

2.4.7.8 procedure for the Committee and/or Head of School to report to the Board regularly on the Head of School's progress towards the Board-approved annual organizational goals,

2.4.7.9 creation of instruments, surveys and assessments as necessary to support and evaluate the Head of School,

2.4.7.10 annual implementation of a comprehensive Head of School evaluation instrument that includes a Head of School self-evaluation, input from the full Board and anonymous input from the Head of School's direct reports,

2.4.7.11 compensation adjustments, including bonus attainment, as appropriate under the Head of School's Contract and based on the Head of School's annual performance evaluation,

2.4.7.12 regular communication throughout the year with the Board on the progress of the Head of School evaluation and other related updates as appropriate,

2.4.7.13 annual evaluation and reporting to the Board of the Committee's work and accomplishment of its objectives,

2.4.7.14 review of the Head of School's Contract terms and provisions revisions as necessary of the Head of School job description in the Board's Governing Documents.