## Purpose of Evaluation

It is the Board’s responsibility to hire, evaluate and support the School Leader of the organization. This annual evaluation serves as an important tool in meeting that responsibility.

**Suggested Timeline Going Forward**

1. Evaluation tool is sent to School leader in early March, to be completed by end of the month.
2. Evaluation tool is sent to board members, staff and key partners in early April, to be completed by the end of the month.
3. Report based on data from the evaluation tool, plus panorama surveys, is drafted during the month of May and shared with the School Leader.
4. Report is shared with the full board and approved at the June board meeting.
5. School Leader will propose goals and have the draft goals available for review ahead of the July board meeting.
6. Full board approves and adopts these goals for the year at the August board meeting.
7. Check-ins to measure progress towards meeting goals are scheduled on a trimester system, similar to staff.
8. Cycle repeats, beginning with the self-reflection by the School Leader in early March.

## Methodology

The Head of School, the full board, all staff members and key partners were asked to complete an online, anonymous survey through BoardOnTrack’s School Leader Evaluation Tool. The Evaluation Tool was customized to be similar to the School Leader Evaluation Tool from the Montessori Playbook, produced by the National Center for Montessori in the Public Sector. The survey completion rate was 66%.

The results from the Board on Track summary were augmented with feedback received via satisfaction surveys from families and staff. Family satisfaction with the school was around 80%.

## Executive Summary

### **Most Significant Accomplishments and Strengths Demonstrated this Year**

Laylah, as Head of School, continues to show a tireless work ethic, strong commitment, persistence, diligence and resilience. These characteristics were mentioned numerable times in the evaluation, by staff, partners and board members.

The term that comes to mind is ‘true grit.’

As in any evaluation, there are areas in which the School Leader should focus on improving over the coming year to ensure effective school leadership.

These areas seem most critical.

**The first area for growth centers around delegation, time management and forward planning**

Delegation was consistently mentioned by staff and board members. Everyone recognized that Laylah is working long hours and there is a fear that these hours are unsustainable and can lead to burn out. Specific examples were given, such as Laylah does not need to work the car line at the end of every day. It was suggested that Laylah prioritize a healthy work/life balance for the following year, not only for her own good and the good of the school, but also as a role model to the staff.

To enable Laylah to delegate and devote time to plan for the long term, and achieve a healthy work/life balance, the following should be prioritized:

* Laylah, as Head of School, will develop strong sustainable systems, so that the school can function as if the leader were not there.
* Laylah will devote time to focus on critical and measurable goals for the future success of the school:
	+ Moving towards a balanced budget
	+ Meeting enrollment goals
	+ Maintaining a full staff
	+ Meeting academic growth goals
	+ Meeting fundraising goals
	+ Being visible within the community, which is essential to meeting enrollment and fundraising goals.

**The second area for growth centers around providing a safe and secure environment for students and staff.**

* Laylah will prioritize providing a safe and secure environment for the whole school community.

The LSEC committee is aware that hiring a full-time counselor for the next school year is already in progress, and the successful hire and onboarding of a full-time counselor will go a long way to addressing this need.

Next steps:

1. School Leader will propose goals and have the draft goals available for review ahead of the July board meeting.
2. Full board approves and adopts these goals for the year at the August board meeting.

We thank Laylah for all of her hard work and commitment to PCM during the 2022-2023 school year and send our best wishes for the 2023-2024 school year. We look forward to discussing this Head of School Evaluation in person with Laylah and supporting her through the coming year.