Purpose of this Document

- Provide transparency and alignment regarding expectations and support needed
- Provide a structure for ongoing check-ins between Annedrea, Adam, and the Board
- Enable a positive and supportive relationship between Annedrea and the Board

What this Document is Not

- A full scope of Annedrea's responsibilities (rather, it articulates the <u>most important goals</u> during Annedrea's <u>first 90 days</u>)
- A performance evaluation rubric (rather, it guides Annedrea's <u>learning</u> and <u>support needed</u>). A performance evaluation tool and process will be created at a later date.

Guidance for Making the Most of this Document

- Creating goals:
    After initial goals have been proposed, Annedrea's and Adam should revise and mutually agree on the goals. Goals should then be shared with HOS Committee and full board.
    Goals should be as SMARTIE as possible
    Adam, Annedrea, and the board should discuss WHY each goal is important
    Share the document with the full board to ensure transparency
- Ongoing usage:
    Using this document should not be a burden; rather, it is a tool to prompt discussion. Annedrea and Adam can write their thoughts in the document (and / or share) prior to check-ins, but this is not required
    "Current Progress Toward Goals" is an opportunity to share feedback early and with consistency on how Annedrea is doing relative to the goals set at the start
    "Other Feedback" is an opportunity to share feedback that may not be directly related to the attainment of goals, but can be used to shout out exceptional performance or give constructive feedback.
    "Manager Questions" are meant as thought starters. Importantly, Annedrea's responses to the Manager Questions are a form of feedback, and the chair / full Board should take action based on this feedback.

DRAFT Goals (To Be Mutually Agreed Upon)

Goal	Measure of Success	Annedrea's Activities	Supports Annedrea Needs from Board and Others
Establish open and trusting relationships with staff, students, families	1-1 listening tour with each staff member by [DATE] - All parents / caregivers who wish to speak with Annedrea have done so (either 1-1 or in group) by [DATE] - Visited each class by [DATE] [TBD—potential survey of staff, families, students]	1-1 conversations - Coffee chats with parents - Classroom visits	- Visible, ideally in-person introductions by individual board members to families (i.e., not all Board members at the same time), potentially at pre-scheduled Chat and Chews. - Coaching from Guerschmide - Weekly meetings with Adam - Monthly check ins with Support Committee
Establish open, trusting, predictable, and effective relationship with Board	1-1 conversation with each Board member by [DATE] - Piloted and refined approach to HOS update at Board meetings (or other aspect of board management)	1-1 conversations - Observe 2-3 effective charter board meetings at other schools - With full Board, facilitate [Designed Alliance session](#)	- Coaching from Guerschmide - Weekly meetings with Adam - Monthly check ins with Support Committee 3 hours governance coaching from David
Assess Ivy Hill's current state	- Shared high-level SWOT (or other assessment) with Board by [DATE] - Identified and agreed upon 3-5 priorities for SY22-23 by [DATE]	- Conversations with staff, families, students, board (see above) - EOY survey	- Thought partnership from Board to affirm assessment, priorities - Leadership from Board to organize HOS / Board retreat

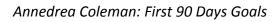| Understand Ivy Hill's operations (note: this category should include any <u>major</u> areas Annedrea should learn about during first 90 days. Potentially: how to work with important vendors, staff performance management system, etc.)	• Vision and timeline for classroom build-out to ensure readiness for 4th grade (to be fine-tuned) • Reporting requirements (TBD)	• TBD	• TBD
Execute on critical projects (note: should be for critical projects only; list should not be exhaustive of Annedrea's responsibilities): • Create and approve next year's budget • Enrollment	• TBD	• TBD	• TBD

Check In Discussion Template: *Annedrea and Adam*

1. Align on progress and needs (~15 min)
   a. Annedrea: what's going well (relative to goals and other areas), areas of concern, what support she needs
   b. Adam: what's going well (relative to goals and other areas), areas of concerns, supports available
2. Learning and problem-solving (~35 min)
3. Next steps (~5 min)
   a. What takeaways (if any) need to be shared with rest of Board?
   b. Identify topics for next check in
   c. Identify small # of tasks before next meeting (for Annedrea and Adam)
4. Process check (~5 min)
   a. How did today's session go: what worked, what might be needed next time?

Check-In Discussion Template: *Evaluation and Support Committee*

April 14 Goals / Deliverables	Current Progress Toward Goals [Grows and Glows]	Other Feedback	Potential Manager Questions
			Do you feel that you have the tools, information and resources to effectively meet the expectations of your current role?
			Is the job what you expected it to be [in what ways is it not meeting your expectations?]
			Are you feeling challenged by the position [make note of whether the challenge is about development or obstacles]
			Do you feel welcomed by other team members?
			Are you experiencing any challenges in particular that I can assist you with?

May 14 Goals / Deliverables	Current Progress [Grows and Glows]	Other Feedback	Potential Manager Questions
			Where are you feeling the most successful in your role to date? Where do you currently need support?
			Do you feel you are able to be productive and effective in your position? Can you discuss why or why not?

			Do you feel that you know who to go to for what if you have questions or challenges?
			Are you experiencing any challenges in particular that I can assist you with?

June 14 Goals / Deliverables	Current Progress [Grows and Glows]	Other Feedback	Potential Manager Questions
			What areas/tasks/projects are you enjoying the most within your position? What are you not enjoying?
			What area of focus do you feel you need training on to be even more effective?
			What feedback do you have for me about your onboarding experience?
			Are you experiencing any challenges in particular that I can assist you with?