



Pioneer Valley Performing Arts Charter Public School

Executive Evaluation Committee

Amended on June 7, 2022 at 8:36 PM EDT

Date and Time

Monday June 13, 2022 at 7:00 PM EDT

Location

Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: Executive Evaluation Committee

Time: Jun 13, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82572733656?pwd=TGhH8CaoPCNv8y0ccyffQbE6YZ5lnZ.1>

Meeting ID: 825 7273 3656

Passcode: qX47CE

One tap mobile

+13017158592,,82572733656#,,,,*047915# US (Washington DC)

+13126266799,,82572733656#,,,,*047915# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 825 7273 3656

Passcode: 047915

Find your local number: <https://us02web.zoom.us/j/keBjaHHuwv>

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. PVPA Mission Statement			
PVPA offers its students intensive exposure to the performing arts within the context of an excellent college preparatory curriculum			
D. Approve Minutes			10 m
II. Head of School Survey			7:11 PM
A. Update on Progress	Discuss	Avital Nathman	15 m
III. Timeline Discussion			7:26 PM
A. Performance Metrics			15 m
IV. Board Presentation			7:41 PM
A. Evaluation Memo Template			15 m
https://help.boardontrack.com/hc/en-us/articles/217967518-Sample-CEO-Evaluation-Memo			
V. Next Steps			7:56 PM
A. Outcomes and Timelines			5 m
VI. Closing Items			8:01 PM
A. Adjourn Meeting	Vote		

Cover Sheet

Performance Metrics

Section: III. Timeline Discussion
Item: A. Performance Metrics
Purpose:
Submitted by:
Related Material:
Sample 12 Month CEO Support and Evaluation Committee Workplan.pdf

Sample 12-Month Work Plan for CEO Support and Evaluation Committee



Specific months/timing are suggestions and should be modified to work for your organization.

1st Quarter

July

- At the Board's annual meeting, confirm committee membership and committee chair for upcoming school year

Note: If you don't have a CEO Evaluation Committee yet, this is a great time to form one

- Pick a CEO evaluation lead

Note: generally, we recommend someone other than the board chair

- Review and, if needed, revise CEO Job Description
- Committee and CEO align-on additional data points to be collected and measured during the end-of-year CEO Evaluation.
 - Performance against agreed-upon goals
 - Stakeholder feedback (e.g., parent, student, and teacher satisfaction surveys)
 - Academic, organizational, and financial performance data
- Collaborate with CEO to define CEO's Annual Goals

August:

- Board approves the CEO's Annual Goals
 - *Note: Ideally, this happens in conjunction with the Board approving its own annual goals, so the work of the Board and the CEO are well-aligned.*
- Establish / reaffirm your CEO Evaluation timeline
- Set dates for quarterly progress-against goals check-ins, (recommended: September/October, December, March)



September:

- 1st Quarterly Check-in: Progress against CEO goals
 - *Note: depending on your school-year it may make more sense to do the first check-in in Oct, when there's more data and information available.*

2nd Quarter

October

- Committee reports to Board about Q1 check-in
 - Discuss and process any changes, action steps, supports, etc., that need to be put in place

November

- Committee plans 2nd Quarterly CEO check-in conversation
 - *Review any supporting data and/or feedback in preparation.*
 - *Note: some organizations like to do a more formal Q2 check-in, to include a mid-year CEO Self-Evaluation.*

December

- 2nd Quarterly Check-in on CEO Goals.
 - *Note: this is generally a more-structured mid-point check-in so the Board and CEO can flag any challenges and/or concerns and course-correct if need-be.*



3rd Quarter

January

- Committee reports to Board about Q2 check-in
 - Discuss and process any changes, action steps, supports, etc., that need to be put in place

February

- No meeting

March

- 3rd Quarterly Check-in on CEO goals

4th Quarter

April

- Committee reports to Board about Q3 check-in
 - Discuss and process any changes, action steps, supports, etc., that need to be put in place
- Committee plans for the end-of-year CEO Evaluation. May include:
 - Review timeline and process steps
 - Training for any new board members
 - Refresher for all board members
- If applicable, ensure that stakeholders surveys are administered by school staff



May

- CEO Prepares for the Evaluation
 - Completes the self-evaluation
 - Gathers & provides supplemental evidence or documentation
- Committee Conducts end-of-year CEO Evaluation
 - Committee shares the CEO's self-evaluation with the Board
 - Board completes the CEO evaluation
 - Direct reports complete the CEO evaluation

June

- Finish the CEO Evaluation
 - Committee shares Evaluation results with Board
 - Committee drafts summary memo of Evaluation process
 - Committee reviews the memo and Evaluation details with the Board
 - Committee and CEO meet to review memo -- *note: this may be with the full committee, or the Board Chair and CEO Evaluation lead.*
- If applicable, incorporate and feedback from the CEO and finalize the memo.
- Board approves the final summary memo
- CEO and committee collaborate to create a CEO development plan for the year. May include:
 - Specific personal/professional development goals or activities
 - Requests for additional support from the Board
 - Commitments to strengthen the Board <> CEO partnership