

AMSA Board of Trustees

Evaluation Policy

Background

The Board will evaluate the Executive Director annually. The evaluation shall be:

- To promote professional excellence and improve the skills of the Executive Director
- To improve the quality of the education received by AMSA students
- To improve the basis for the review of the job performance of the Executive Director

The Board has developed this process for annual review of the Executive Director's performance based upon the evaluation tool available through charter school governance specialist, Board OnTrack. The final evaluation report of the Executive Director will guide compensation decisions and goal development for the following school year.

Process for Evaluating the Executive Director (ED)

Phase 1: Annual Goal Development

Board Input: The Board identifies key areas of focus based on the prior year's evaluation and AMSA's overall goals and strategic plan. A list of areas of focus is provided to the ED for review and reflection.

ED Goal Development: Based on the prior year ED's assessment, the ED identifies at least two goals to propose to the Board: one related to improving his or her own professional practice and one related to improving student learning and achievement.

Phase 2: Analysis, Goal Setting, and Plan Development

The Governance Committee reviews the ED's proposed goals, key strategies, and benchmarks of progress. In consultation with the ED and with the objective of achieving mutual agreement, the committee revises, as needed, and adopts at least one professional practice and one student learning goal.

Once adopted by the Board, the professional practice, student learning, and other goals—with their key strategies and benchmarks of progress—become the ED's Annual Plan. The plan serves as a basis for assessing the ED's performance.

Phase 3: ED Plan Implementation and Collection of Evidence

The ED implements the Annual Plan, with assistance from the Board, as appropriate; Board members and the ED individually collect evidence of progress on goals and performance.

Phase 4: Mid-Cycle Goals Review

At a mid-cycle review, the ED reports on progress being made on the goals in the ED’s Annual Plan. The Governance Committee reviews the report, offers feedback, and discusses progress and possible mid-cycle adjustments with the ED.

Mid-cycle adjustments and progress report are presented to the full Board.

Phase 5: End-of-Cycle and Summative Evaluation Report

The ED prepares and submits an End-of-Cycle Report on progress toward each goal in the ED Annual Plan.

The Board agrees on a third-party evaluation survey (e.g., Board OnTrack’s “CEO Evaluation” tool) and all Board members complete the survey. The survey will evaluate the following:

- ED’s ability to manage, lead, make decisions, communicate
- ED’s use of physical and financial resources in a judicious manner
- ED’s demonstration of broad knowledge of matters that aid in the effective management of AMSA

Board members will have at least one week to complete their individual evaluations and submit to the third-party evaluation survey company. Board members must be objective in their assessments and evaluate the ED based upon evidence observed throughout the year and information provided by AMSA stakeholders. The Board may agree to seek additional input (e.g., from the ED’s direct reports, other specific constituencies).

The Chair appoints a task force comprised of three members to summarize all feedback into an evaluation summary memo. The memo will be based on all feedback received, including but not limited to the results of the third-party evaluation survey, results of stakeholder surveys and evidence provided by the ED. The task force will present the summary memo to the Board for discussion during open session.

Policy Number	A-104
Adopted	November 21, 2013
Amended	October 27, 2016