

# Head of School Support and Evaluation

## Frequently Asked Questions



### 1. What does the Head of School Support and Evaluation Committee (HSEC) do?

The activities of HSEC are defined by its charter, which was formally adopted in February, 2018. In keeping with industry standards, HSEC is one of the three standing committees of the Board and plays an important role in oversight, evaluation, and support of the Head of School (HoS). A summary of the responsibilities and duties are:

- Provide regular support, prayer, and accountability for the HoS
- Assist with the annual HoS goal setting and tracking process
- Facilitate the Annual Evaluation of the HoS
- Recommend annual compensation for HoS and other staff members with conflicts of interest
- Set governing policies related to the HoS

### 2. Who is on HSEC?

Due to the nature of the activities of this committee, members are selected who are able to maintain a comfortable, open, long-term relationship with the HoS. While the Chair must be a Board member, other members can be drawn from the community at large or even from outside the community.

HSEC Chair - Andy Krone. Members - Christi Wilson and Molly Ingram.

### 3. How often does HSEC meet?

HSEC officially meets at least 3 times a year to conduct committee business. Additionally, there are 3 formal meetings with the HoS to set goals and evaluate performance. Finally, HSEC has chosen to meet informally on a monthly basis with the HoS in its support function where we discuss concerns, observe successes, provide encouragement, and pray.

### 4. What does the HoS goal setting process consist of?

At the beginning of each school year, the Board and the HoS work together to create a set of institutional and HoS professional development goals. These are based on input from a number of sources, including the Annual Evaluation from the previous year. Over the course of the year, HSEC monitors progress on these goals through its regular support function.

### 5. What does the HoS Annual Evaluation process look like?

The HoS Annual Evaluation is a formal process that occurs in the spring. It consists of three complementary surveys - a staff evaluation, a board evaluation, and a self evaluation. The surveys are used to provide a full picture of the overall performance of the HoS. HSEC reviews their findings with the HoS and reports recommendations to the Board.

### 6. Are others in the community able to provide input to the HoS Annual Evaluation?

Members of HSEC are always available to field questions or concerns from parents, staff, and students. This input can be used to help shape goal setting and Annual Evaluation feedback, but more importantly, HSEC uses this input in its regular support function to help guide the HoS.

### 7. What are the upcoming activities of HSEC?

Along with continuing to carry out its regular duties, HSEC anticipates the following activities over the next 6-12 months:

- Refine HoS goal setting and Annual Evaluation process and tools
- Identify additional members for HSEC
- Draft HoS sabbatical policy
- Draft HoS conflict of interest policy

*For questions or suggestions that relate to the Board's oversight, evaluation, and support of its one employee, the Head of School, please contact the HSEC Chair, Andy Krone, [andy.krone@veritasacademy.net](mailto:andy.krone@veritasacademy.net).*