

VERITAS ACADEMY
HEAD SUPPORT AND EVALUATION
COMMITTEE CHARTER



Article 1. COMMITTEE MISSION

Section 1.01 The School Board of Veritas Academy (the “Board”) has established the Head Support and Evaluation Committee (the “Committee”) as a standing and permanent committee of the Board. The Committee shall endeavor to assist the Board by assuming the primary responsibility for: (1) providing the Head of School (the “Head”) with a group of supportive and encouraging advocates; and (2) evaluating the Head in his or her job performance and professional development; and (3) creating policies to support the office of the Head.

Article 2. ORGANIZATION

Section 2.01 Qualifications. Members of this committee are people with whom both the Board and the Head are completely comfortable and in whom they have complete confidence. They should be committed, passionate supporters of the School, the Board, and the Head. In an effort to maintain a supportive relationship with the Head, it is desirable that turnover of committee members be low. While appointments are determined by the Board, effective members should seek to serve for extended periods.

Section 2.02 Composition. Committee size, including the chair, should be approximately 2-4 members. Appointments of committee members shall be determined by the Board as needed according to established Board procedure with the advice and consent of the Head. Members of this committee may be members of the Board and/or members of the Veritas community. The Committee should strive to have one member who is a trusted mentor from outside the Veritas community. Voting members of the Committee must be active Board members.

Section 2.03 Chair & Committee Officers. The Committee shall be comprised of a Chair and other Committee officers created and appointed by the Committee. The Committee Chair shall be selected in accordance with the procedures established by the Board. The Chair of this committee shall be a member of the Board.

Article 3. MEETINGS, VOTING, AND REPORTING

Section 3.01 Frequency. Beyond any meetings with the Head to accomplish its Responsibilities and Duties, the Committee shall meet at least three times per year. The Chair,

either upon his or her own initiative or upon request by a majority of the Committee, may schedule and call additional meetings to accomplish Committee work.

Section 3.02 Calendar. No less often than annually, the Committee shall, at a regularly scheduled or special meeting of the Committee, establish an annual calendar of meetings and tasks to ensure that the Committee is fulfilling its duties.

Section 3.03 Agendas. The Chair, in consultation with Committee members, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, should be made available to Committee members at least 1 day in advance of the meeting. The Chair may designate a member to record minutes or prepare reports of meetings.

Section 3.04 Voting. Committee recommendations must be approved by a majority of the voting members of the Committee. Any voting members having conflicts of interest must recuse themselves from that vote. In the event of a tie, a period of time and prayer should be allowed for further consideration. If upon further voting the tie cannot be resolved, the Committee may inform the Board that a Committee recommendation cannot be reached.

Section 3.05 Quorum. A quorum of any meeting of the Committee shall consist of a majority of its voting members. Committee members may participate remotely via electronic communication.

Section 3.06 Reports. The Chair shall be prepared to report to the Board, at the Board's regularly scheduled meetings, on the meetings, activities, deliberations, and recommendations of the Committee.

Article 4. RESPONSIBILITIES AND DUTIES

Section 4.01 Tri-Annual meetings. The Committee shall meet with the Head at the given time of year for the defined purposes and outcomes. These meetings and their outcomes shall be documented by the HSEC Chair, with copies provided to the Head and Board Chair.

- A. Formal Goal Setting - Beginning of school year, producing documented list of goals along with performance indicators.
- B. Goal Progress Review - Mid-year, producing documented progress on goals and adjustments as needed.
- C. Evaluation Feedback - End of school year, providing feedback from evaluation and producing preliminarily set of goals for next school year.

Section 4.02 Goal Setting. Assuming that the Head is performing competently, the Committee's role is to help him or her become even more effective. The Committee and the

Head will agree annually on four to six areas of growth and/or increased focus that are critical to the School in the coming year. The goals need to be selected carefully, as most of the committee's work will be shaped by them.

- A. Board goals - Most goals are identified by the Board from among the school's strategic priorities, and they will tend to coincide with the most important, or the most challenging, of the strategic tasks for which the Head is responsible that year.
- B. Head personal goals - One or two goals may be areas for professional growth that could greatly enhance the Head's overall effectiveness.
- C. Performance indicators - Once the goals are identified, the Committee and the Head will collaboratively envision what progress toward each will look like and identify how the Head and the Committee will know if the desired progress has been achieved.
- D. Tracking - Progress toward annual goals as indicated by the performance indicators should be purposefully tracked by the Committee, identifying any mid-course corrections that may be necessary and ascertaining what support the Committee can offer the Head.

Section 4.03 Support. In its supportive function, the Committee should:

- A. Establish regular, informal meeting times of the Committee (in whole or in part) with the Head.
- B. Provide a trusted sounding board for the Head to share the challenges faced in progressing toward identified goals.
- C. Help the Head think through the challenges, come to new understandings, identify promising strategies or refine existing ones, and sometimes redefine a goal or an indicator of progress in mid-course.
- D. Listen to the Head actively and empathically.
- E. Contextualize areas for improvement to help the Head maximize his or her overall effectiveness.
- F. Remind the Head that an awareness of shortcomings and commitment to working on them is itself a sign of strength.
- G. Celebrate successes.
- H. Invite the Head to identify problems outside of the annual goals as well as issues that trouble the Head enough to keep him or her awake at night and prayerfully offer perspectives and resources to help address them.
- I. Troubleshoot and brainstorm ways for the Head to maintain as healthy a life balance as possible.
- J. Serve as an advocate for the Head when interacting with the Board or with other constituencies.
- K. Commit to pray for and with the Head.

Section 4.04 Accountability. The Committee will hold the Head accountable by:

- A. Scheduling meetings and setting agendas in ways that maintain momentum.
- B. Encouraging the Head to set high standards and take appropriate risks.
- C. Helping the Head refine the goals and indicators so that they directly address the school's strategic priorities or the Head's own personal goals.
- D. Promoting the Head's self-awareness through feedback and "holding up a mirror."

Section 4.05 Annual Evaluation. The Committee is responsible for maintaining and facilitating a periodic formal evaluation of the Head. The evaluation should be completed, at a minimum, on an annual basis, but may be initiated more frequently if necessary. This process should be designed to provide the Board and the Head with meaningful feedback upon which appropriate actions can be taken. The evaluation process should include:

- A. Information gathering. This may include, but is not limited to, Head self evaluation, polling of employees reporting to Head, Board evaluation, and goal progress based on performance indicators.
- B. A formal report to the Board presenting the results of the evaluation.
- C. A proposal to the Board for a deficiency correction action plan for the Head, if necessary.
- D. Delivery to the Head of the evaluation results by the Chair and the Board Chair.

Section 4.06 Deficiency Correction. As part of any deficiency correction action plan approved by the Board, the Committee will implement, monitor, and periodically report to the Board as the appropriate action steps are taken.

Section 4.07 Compensation Proposal. The Committee will annually review the compensation package for the Head and recommend any necessary adjustments. In addition, the Committee is responsible for recommending to the Board compensation packages or adjustments for any school employees that are deemed by the Board, or by Board policy, to have a conflict of interest with the Head. Adjustments and recommendations should be:

- A. Based on overall job performance as indicated by the results of the Annual Evaluation and other relevant information, market analysis, and the ability of the school to bear the proposed compensation package.
- B. First approved by the Committee, and then presented to the Chair of the Finance Committee for analysis and consultation. This should occur at least one month prior to the date set by the Finance Committee for finalizing and presenting the School's budget for the next year to the Board.
- C. Presented to the Board for approval.

Section 4.08 Review of Governing Documents. The Committee shall at least annually review its Charter and recommend modifications and updates to the Board consistent with its purpose and function.

Section 4.09 Other Projects. The Committee will undertake other projects that involve the oversight, support, evaluation, or selection of the Head. These projects may include policy proposals and others delegated to the Committee by the Board.