



SIEMBRA LEADERSHIP
HIGH SCHOOL

Siembra Leadership High School

Religious & Holiday Policy

Approved by the Governing Board: January 8th, 2020

**Siembra Leadership High School
Governing Board Policy on Executive Director's Evaluation
Discussion Draft
December 18, 2018**

Policy Intent

This policy adopted by the Governing Board affirms that the Executive Director shall be evaluated using the process described in this policy. The intent of this policy is to provide the Executive Director:

1. clear direction by the Governing Board in the form of annual goals,
2. regular formative feedback from the Governing Board on the Governing Board's perceptions of the Executive Director's performance as the leader of the charter school,
3. annual summative feedback to assess accomplishment of Executive Director goals and to serve as the basis for contract renewal and reemployment decisions regarding the Executive Director by the Governing Board.

The Governing Board intends that the Executive Director shall be a full participant in this process.

Governing Board Goals for the Executive Director

The Executive Director's evaluation process shall provide the Governing Board an opportunity to approve broad general goals annually that the Executive Director shall respond to in the form of a professional development plan (PDP). In this PDP the Executive Director shall outline the measurable results the Executive Director anticipates achieving in relation to each of the goals set by the Governing Board.

Annual Evaluation Cycle

The process shall have as a minimum the following components. At the March Governing Board meeting of each year in executive session, the Executive Director shall be provided feedback by the Governing Board that will either provide for the renewal of the Executive Director's contract or the Governing Board shall serve notice that the Executive Director will not be reemployed. The Governing Board shall provide the



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Executive Director written summative feedback which shall consist of the completion of a formal written evaluation using the evaluation form that is adopted as an addendum to this policy. Also, during this executive session, the Governing Board shall identify for the Executive Director the S.M.A.R.T (specific, measurable, attainable, realistic, and timely) goals it wishes to have the Executive Director address during the following year.

The Executive Director at the April Governing Board meeting shall provide the Governing Board a copy of the Executive Director's PDP (professional development plan), indicating the attainable results the Executive Director anticipates accomplishing during the year in response to the goals approved by the Governing Board in March.

The Governing Board at the June Governing Board meeting shall conduct an informal first quarter formative review of the Executive Director's PDP. This meeting shall be an executive session.

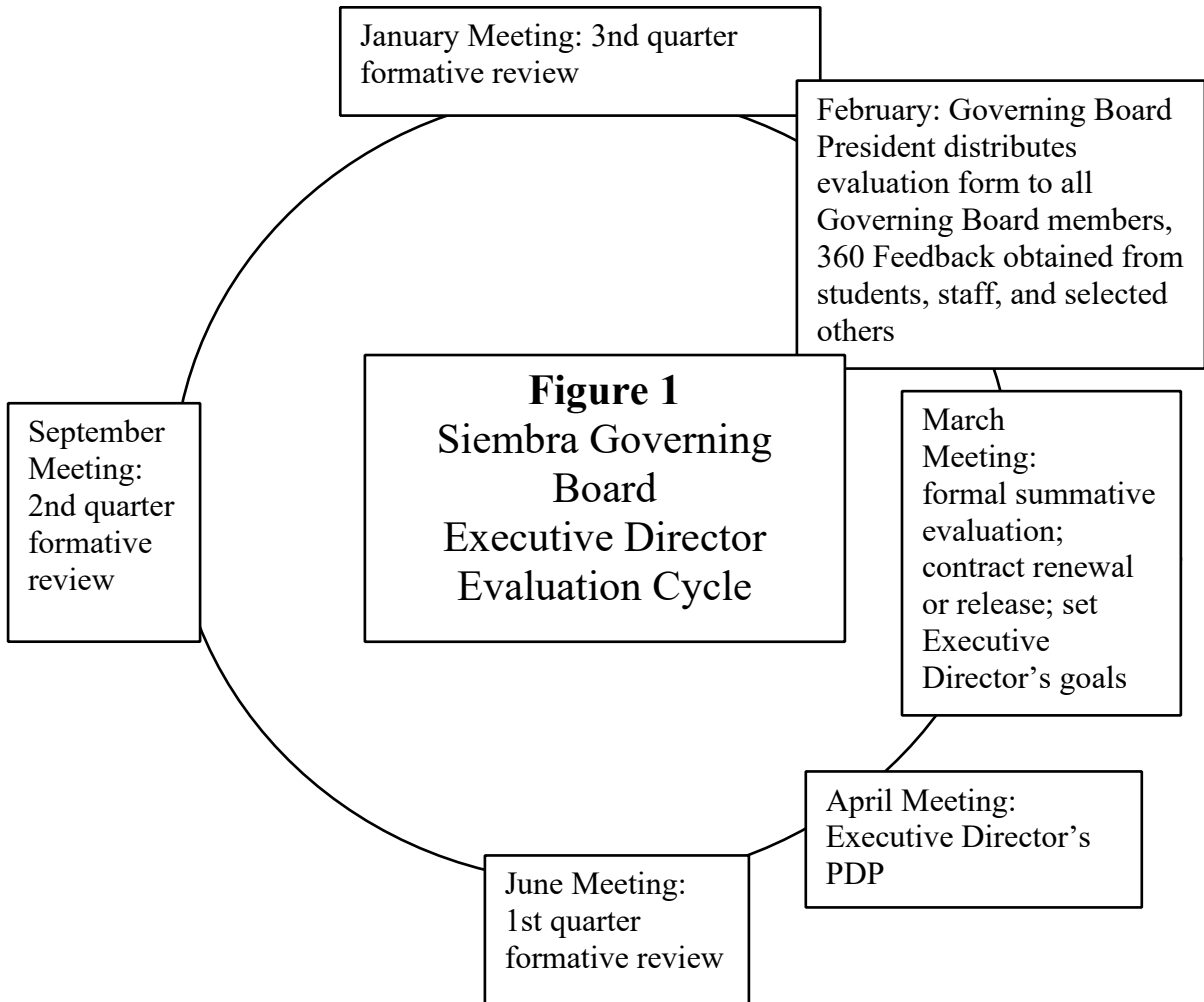
At the September Governing Board meeting shall conduct an informal formative second quarter review of the Executive Director's PDP. This meeting shall be an executive session.

The Governing Board at the January meeting shall conduct an informal formative third quarter review of the Executive Director's PDP. This meeting shall be an executive session.

In February, the President of the Governing Board shall distribute to all Governing Board members a copy of the Executive Director's evaluation form for each Governing Board member to individually complete and return to the Governing Board President. At the same time, feedback shall be obtained from a randomly selected sample of staff, students, and relevant community members as identified by the Board. The President of the Governing Board shall have these materials compiled, and these shall form the basis for the Executive Director's formal summative evaluation in March, where they shall be reviewed in executive session with the Executive Director. and where the goals for the coming year are developed and reemployment decisions are determined. The cycle is represented graphically below in Figure 1.



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Approved:

Amended: