

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES

NO. 0017

Title: Head of School Performance Review

Effective Date: May 10, 2012

Submitted By: Governance Committee

Supersedes Date: February, 2005

Approved By: Board of Trustees

Rev. No: 2

1 Purpose

- 1.1 The purpose of this policy is to establish a procedure by which the members of the Board of Trustees (BOT) for the Benjamin Franklin Classical Charter Public School annually reviews the Head of School (HOS).

2 Scope

- 2.1 The BFCCPS Head of School.

3 Responsibility

- 3.1 The BOT is responsible for interpreting and implementing this policy.

4 Definitions

- 4.1 BOT – Board of Trustees
- 4.2 HOS – Head of School
- 4.3 HR Chair – Human Resources Chair of the Board of Trustees. If the President of the Board of Trustees also holds this position, a second trustee must be designated to attend all performance review meetings.

5 Procedure

- 5.1 Criteria and Goals
 - 5.1.1 Prior to the annual BOT planning retreat the HR Chair, the President of the Board, and the HOS shall meet and develop the criteria that the BOT will use to review the HOS' performance, and establish measurable goals for the upcoming academic year. The criteria will originate from the HOS job description and/or the strategic plan.
 - 5.1.2 At the annual planning retreat the BOT should approve the goals and

measurable criteria for the upcoming year.

5.1.3 No later than the September board meeting, a written copy of the goals will be distributed to the entire BOT and to the HOS.

5.2 Initial Review

5.2.1 The President of the Board, the HR Chair, and the HOS shall meet in December to discuss the progress the HOS is making towards meeting the BOT approved goals.

5.2.2 The President of the Board shall report on the December meeting at the January Board meeting.

5.3 Staff Evaluation

5.3.1 Before February, the HR Chair or designee(s) shall prepare a questionnaire to be distributed to members of the staff. The questionnaire will solicit feedback from the staff on the HOS performance criteria as set by the BOT.

5.3.2 Members of the staff will submit their signed, written feedback to the HR Chair by the date specified on the questionnaire. The HR Chair shall compile the feedback, ensuring the anonymity of all responses.

5.3.3 The HR Chair and the President of the Board shall discuss the results with The HOS.

5.3.4 The HR Chair shall report on the results at the May board meeting.

5.4 Formal Year End Review

5.4.1 The HR Chair shall prepare an End of the Year Performance Review Form using HOS performance criteria for the upcoming year. The Review form must be distributed to the HOS and Board along with a written copy of the goals at the April board meeting.

5.4.2 The Trustees shall submit written feedback to the HR Chair as to the specified criteria before the May Board meeting.

5.4.3 The HR Chair and the President of the Board shall compile the results of the End of the Year Performance Review Form into written form and distribute them to the Board.

5.4.4 The HR Chair and the President of the Board shall discuss the End of the Year Performance Review Form results with the HOS, and shall provide a copy of the results to the HOS.

5.4.5 The HR Chair will distribute the End of Year Performance Review results form to BOT at the June meeting.

5.4.6 The Board President shall present the HOS review at the June BOT meeting.

6 Applicable Forms

7 Related Policy and Procedures