

# **BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES**

**NO. 0017**

Title: **Head of School Performance Review**

Effective Date: February, 2005

Submitted By: Human Resources Committee

Supersedes Date:

Approved By: Board of Trustees

Rev. No: 1

## **1 Purpose**

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

## **2 Procedure**

### **2.1 Criteria and Goals**

2.1.1 No later than the July meeting of Board, the Chair(s) of the Human Resource (HR) Committee, the President of the Board, and the HOS shall meet and develop the criteria that the Board will use to review the HOS performance and establish certain measurable goals for the upcoming academic year. The criteria will originate from the HOS job description and/or the strategic plan.

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

### **2.2 Initial Review**

2.2.1 A December HR committee meeting of the board will be held for the purpose of commenting in open session on the progress the HOS is making towards meeting the pre established goals. The President of the board, the chair of the HR committee, and the HOS will be present at said meeting.

2.2.2 On or before January the Chair(s) of the HR Committee and the President of the Board will meet with the HOS to provide feedback and discuss the comments from the December HR meeting.

### **2.3 Staff Evaluation**

2.3.1 Before February, the Chair(s) of the HR Committee or Designee(s) shall develop (or revise) a questionnaire to be distributed to members of the staff. The questionnaire will seek feedback from the staff on the HOS performance criteria as set by the board the previous July.

2.3.2 Members of the staff will submit their written feedback to the Chair(s) of the HR Committee or Designee(s)..3.3 The Chair(s) of the HR Committee shall compile the feedback and discuss the results with the

HOS. The Chair(s) or Designee(s) shall ensure the anonymity of all responses.

#### 2.4 Formal Year End Review

- 2.4.1 In August, using the annually developed HOS performance criteria, the Chair(s) of the HR Committee shall design (or revise) an End of the Year Performance Review Form. The Review form must be distributed to the HOS and Board along with the written copy of the goals.
- 2.4.2 Before the May meeting, the Trustees shall submit written feedback to the Chair(s) of the HR Committee as to the specified criteria.
- 2.4.3 The Chair(s) of the HR Committee and the President of the Board shall compile the results of the End of the Year Performance Review Form into written form.
- 2.4.4 Before the June meeting, the Chair(s) of the HR Committee and the President of the Board shall distribute and discuss the End of the Year Performance Review Form with the HOS.
- 2.4.5 The President shall present the HOS review to the Board at the June meeting.