Recommended Roles and Responsibilities of The CEO Evaluation & Support Committee

for the Board of Trustees, Committee, and School Leader

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| **CEO S&E Responsibilities** | **Full Board of Trustees** | **CEO S&E Committee** | **CEO/School Leader** | **School Leadership Team** |

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| Develop an annual timeline to support and evaluate the CEO, and have this timeline approved by the full board. |  | Review and approve annual timeline. |  | Develop draft timeline in collaboration with the CEO; Present to the board for approval. |  | Meet with CEO E&S Committee to provide input. |  | n/a |  |
| Annually review and revise as necessary the CEO’s job description. |  | Vote upon and record in board meeting minutes. |  | Recommend job description to the board. |  | Provide input for job description; align job description with org chart and leadership team job descriptions. |  | n/a |  |
| Create specific, measurable, CEO and board-level goals for the year as part of the full board planning process. |  | Vote upon proposed CEO Goals and align with Board Annual Goals. |  | Establish a process for the CEO to develop, share, and receive board approval of a set of annual organizational goals. |  | Develop annual goals to present to the committee and then to the board for approval. |  | Provide data as needed to help inform CEO goals. |  |
| In partnership with the CEO, establish a clear and consistent way for the CEO to report to the full board regularly on progress towards the board-approved annual goals. |  | Quarterly, include agenda placeholder for CEO goals report. |  | Recommend dates to the board for CEO goals check-in. Keep the CEO on track and review draft goals report. |  | Develop a dashboard to collect data for quarterly reports. |  | Provide data as needed to help CEO track goals. |  |
| Annually create a survey instrument and process to conduct two structured check-ins between the full board and the CEO.  It is anticipated that these will occur in November and March and will involve the CEO completing a self-evaluation and surveying the full board. |  | Review survey results and adjust board goals as needed. |  | Collect survey data and prepare for board presentation. |  | Review survey data and adjust goals as needed. |  | Implement surveys to each stakeholder group. |  |
| Annually implement a comprehensive CEO evaluation that includes a CEO self-evaluation, input from the full board, and anonymous input from the CEO’s direct reports. |  | Complete CEO Assessment tasks, at the direction of the CEO S&E committee. |  | Launch and manage the CEO Evaluation instrument. |  | Complete self-evaluation and provide documentation and artifacts to substantiate progress. |  | Participate in the CEO Evaluation as appropriate. |  |
| Annually prepare or revise the CEO’s contract, salary requirements, and benefits package. |  | Approve final CEO contract, salary, and benefits package. |  | Research and propose the CEO annual contract. Make salary recommendations to the board. |  | Support completion of contract as needed. |  | n/a |  |
| Annually evaluate its work as a committee and the objectives it has committed itself to, and report on the same to the board of trustees. |  | Annually assess its work as a board and the objectives it has committed itself to. |  | Annually assess the work of the committee and garner feedback from the CEO and Board |  | Reflect on annual performance; move any unmet goals to next school year |  | n/a |  |