

ATTACHMENT 1: BOARD ANNUAL EVALUATION PROCESS

The Classical Academy

Board Annual Evaluation Process

Background:

- In August 2013, the Board voted to conduct a yearly self-evaluation.
- The Board Self-Evaluation is distributed to the following participants for their responses:
 - 7 Board Members
 - 1 President
 - 4 Cabinet Members
 - 1 D20 Liaison
- The Board periodically reviews and updates the questions.
- Responses to the self-evaluation are anonymous.
- The self-evaluation is sent out to participants via digital survey methods (ie. Survey Monkey).

Timeline of events:

- March Board Meeting: The Board reviews the questions on the self-evaluation.
 - By the end of the week, the self-evaluation is updated and sent out to the participants by e-mail (Survey Monkey).
 - Participants have two weeks to complete the survey.
 - A reminder is sent to participants who have not completed the survey.
- May Board Meeting: The Board Clerk compiles the results and gives them to the Board for review.
- June Board Meeting: The TCA Board discusses survey results and an action plan is developed if necessary.