In the EMHS policies, this is linked under ED Evaluation

The evaluation framework is mandated under Section 7 of the official East Mountain High School Charter Contract. Because EMHS is locally chartered through Albuquerque Public Schools (APS), its evaluation policy must adhere to both local charter oversight guidelines and New Mexico state statutory rules.

GC Responsibility: The EMHS Governing Council holds sole oversight for school management and is contractually required to maintain sound operations by conducting regular evaluations of the head of school.

- **State Framework Compliance:** Per NM state rules (**6.69.7 NMAC**), the school must utilize the statewide **Excel NM** evaluation framework. This includes establishing an annual Professional Development Plan (PDP) and providing structural feedback on New Mexico's core leadership competencies.
- **Charter Performance Metrics:** The evaluation measures the Executive Director's success in meeting the specific academic, financial, and organizational performance metrics outlined in the EMHS Performance Framework (such as maintaining strong student academic growth data, solid financial audits, and IEP compliance).

DRAFT

East Mountain High School

Executive Director Evaluation and Performance Review Policy

I. Purpose

The Governing Council of East Mountain High School (EMHS) is legally responsible for employing and evaluating the Executive Director (ED). This policy establishes a rigorous, compliant, and structured process for the ED's annual evaluation. This policy ensures simultaneous alignment with:

1. New Mexico administrative rules governing site administrator growth and evaluation (**6.69.7 NMAC**).
2. The material terms, academic goals, and operational baselines outlined in the **EMHS Charter Performance Contract** authorized by the Albuquerque Public Schools (APS) Board of Education.

II. Core Domains of Performance Evaluation

The annual summative evaluation shall measure the Executive Director's competency across three primary tiers of responsibility:

A. State Administrative Competencies (6.69.7 NMAC Alignment)

Pursuant to New Mexico Public Education Department (NMPED) state rules, the ED shall be evaluated on the state-adopted site administrator evaluation framework (Excel NM), which includes the following five core domains:

- **Instructional Leadership:** Managing school-wide curriculum, data-driven interventions, and teacher development.
- **School Culture:** Fostering an equitable, safe, inclusive, and high-performing learning environment.
- **Talent Management:** Effective staff recruitment, coaching, observation, and educator retention.
- **Operations Management:** Managing physical facilities, ensuring regulatory safety compliance, and overseeing day-to-day organizational structures.
- **Professional Responsibilities:** Maintaining ethical leadership, positive board relations, and professional communication with stakeholders.

B. APS Charter Performance Framework Alignment

The evaluation will incorporate the performance metrics established within the APS Charter Contract Framework, ensuring the school remains in good standing for renewal:

- **Academic Performance:** Attainment of proficiency targets, graduation rate benchmarks, student growth percentiles, and mission-specific goals specified in the charter application.
- **Financial Performance:** Fulfillment of generally accepted standards of fiscal management, timely submission of quarterly budget reports to the APS Finance Department, clean annual independent audits, and proper processing of Budget Adjustment Requests (BARs).
- **Organizational Compliance:** Complete compliance with state and federal laws (including IDEA, Section 504, and Open Meetings Act rules), governance training hours, and timely reporting to the APS Charter School Office.

III. The Annual Evaluation Cycle and Process

The evaluation process operates on a continuous, annual cycle and must follow these exact, chronological steps to fulfill 6.69.7 NMAC requirements:

1. **The Professional Development Plan (PDP) – Fall (Within 60 days of the start of the school year):** The ED, in collaboration with the Governing Council (or a designated Board Evaluation Committee), shall draft an annual Professional Development Plan (PDP). The PDP must incorporate specific, measurable targets based on the previous year's evaluation data, current APS Academic Framework targets, and NMPED requirements.
2. **Formative Progress Monitoring – Winter (Mid-Year):** The Board shall conduct a mid-year progress review in a closed executive session. The ED will present preliminary data regarding enrollment, budget safety margins, and interim student academic benchmarks.

3. **Self-Assessment and Evidence Submission – Spring (By May 1st):**
   The ED shall submit a self-assessment alongside a portfolio of evidence documenting performance across the NMPED domains and APS contract standards. Evidence may include state test data, financial audit drafts, board updates, and staff retention figures.
4. **Summative Evaluation and Rating – Late Spring (Prior to June 30th):**
   The Governing Council shall compile its final evaluation. The ED will be rated on a state-aligned scale (*Exemplary, Highly Effective, Effective, Minimally Effective, Ineffective*) for each domain. The final document must be signed by both the Governing council Chair and the ED, with a copy securely filed and another submitted to state compliance systems as required.

IV. Implementation of Improvement Plans

If the Executive Director receives an overall summative rating of "Minimally Effective" or "Ineffective," the Governing Council shall immediately initiate a formal, structured Growth Plan or a Growth-Oriented PDP in direct alignment with state administrative directives. Failure to meet the conditions of the improvement plan within the specified legal timeframe may serve as grounds for contract non-renewal, subject to NM labor laws and the stipulations of the employment contract.

V. State-Aligned Ratings Overview

In strict compliance with **6.69.7.8 NMAC** and the NMPED Excel NM evaluation directives, the Standing Evaluation Committee must assign one of the four official state efficacy descriptors to the Executive Director's overall annual performance. The individual rubric sub-scores (1–5) detailed in Section VI will mathematically roll up to inform these final statutory classifications:

- **Exemplary:** The Executive Director demonstrates leadership performance that consistently outpaces state averages and exceeds the rigorous baselines defined by the APS Charter Performance Contract. Educational outcomes, operational health, and financial stewardship represent models of best practice for charter organizations statewide.
- **Highly Effective / Effective:** The Executive Director meets or exceeds all core parameters defined by New Mexico law and the APS Charter School Office. Academic progress scales steadily, audits are clean, compliance frameworks are sustained, and the school remains in optimal standing for contract renewal.
- **Minimally Effective:** The Executive Director fails to satisfy one or more critical benchmarks within the Excel NM Essential Practices or the APS financial/academic scorecards. A structured Professional Development Plan (PDP) focusing on remediation must be collectively authored and monitored monthly.
- **Ineffective:** The Executive Director demonstrates systemic deficiencies across key leadership domains, creating operational vulnerability or causing the school to drop below the "Meets Standard" baseline on APS accountability indicators. This rating immediately triggers a formal corrective action plan under state regulations and may serve as legal justification for contractual non-renewal.

VI.Standing Evaluation Committee & Scoring Rubric

A. Standing Evaluation Committee Structure

1. **Composition:** The Governing Council Chair shall annually appoint a standing **Executive Director Evaluation Committee** composed of at least two (2) but no more than three (3) active Governing Council members.
2. **Committee Scope:** The Committee is tasked with tracking regulatory deadlines, executing mid-year formatting check-ins, collecting the Executive Director's evidence portfolio, and synthesizing total Governing Council input into a formal evaluation draft.
3. **Final Authority:** The Committee functions purely as an analytical and drafting body. Final approval of the summative evaluation and the corresponding state rating must occur via an affirmative vote by a quorum of the full Governing Council during a closed executive session.

B. Evaluation Rating Scale

To maintain consistency between the overarching state classifications and local oversight, the Committee will grade sub-metrics using a 1-to-5 metric scale:

- **5:** *Exemplary Performance*
- **4:** *Highly Effective Performance*
- **3:** *Effective Baseline (Consistently meets NMAC and APS Contract standards)*
- **2:** *Minimally Effective Performance (Area of critical concern)*
- **1:** *Ineffective Performance (Unacceptable operational or academic risk)*

C. Specific Scoring Rubric Criteria

Domain 1: APS Academic Performance Framework

Evaluates leadership efficacy regarding the academic accountability goals established under the EMHS-APS charter contract and [6.69.7 NMAC] requirements.

- **Score 5 (Exemplary):** The school secures an overall "Exceeds Standard" classification on the APS Academic Performance Report. Graduation rates and standardized student growth percentiles significantly outpace district and state baselines across multiple distinct demographic subgroups.
- **Score 3 (Effective) — *The Target Baseline*:** The school maintains a stable "Meets Standard" classification on the APS Charter School Office academic framework. Standardized growth metrics hit or slightly exceed contractual projections, and the school meets the state's baseline for annual educational progress.

- **Score 1 (Ineffective):** The school falls to a "Does Not Meet Standard" tier or is placed on an academic turnaround track by APS. Graduation thresholds or standard test proficiencies collapse below contract minimums without active intervention strategies.

Domain 2: APS Financial Performance & Sustainability

Evaluates fiscal competence, adherence to the New Mexico Procurement Code, and compliance with the financial oversight frameworks managed by the APS Finance Department.

- ***Score 5 (Exemplary):*** *The school's annual independent audit yields an unmodified opinion with absolutely* ***zero audit findings****. Operating cash reserves sit comfortably above the mandatory minimums, and the ED secures external funding streams that reinforce long-term structural health.*
- ***Score 3 (Effective) — The Target Baseline:*** *The annual independent audit contains no material weaknesses or major compliance issues. All quarterly reports, financial reconciliations, and Budget Adjustment Requests (BARs) are delivered on time to the APS Finance Department, maintaining a stable, balanced budget.*
- ***Score 1 (Ineffective):*** *The school incurs significant or repeat material findings during the independent audit process. Delinquent financial filings cause the school to be placed on a restrictive financial watch list by either APS or NMPED, or the operational cash reserve falls below legal baselines.*

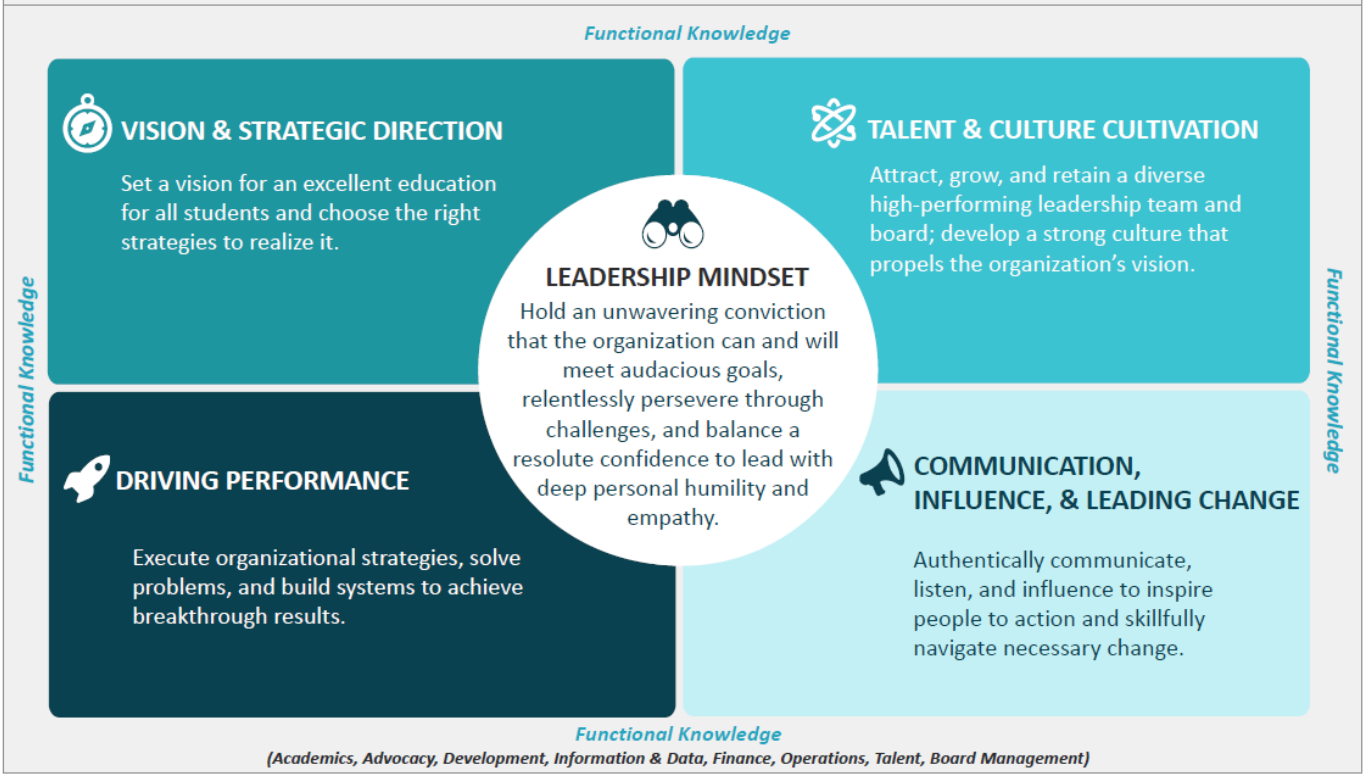
Domain 3: APS Organizational Compliance & Board Relations

Evaluates structural alignment with state and federal statutory requirements (IDEA, Open Meetings Act, licensure) alongside direct administrative transparency with the Governing Board.

- ***Score 5 (Exemplary):*** *The school achieves* ***100% compliance*** *across all organizational indicators on the APS Framework. The ED proactively manages statutory changes, translates broad regulatory updates into operational strategies, and submits comprehensive, transparent board materials well before scheduled meetings.*
- ***Score 3 (Effective) — The Target Baseline:*** *The school achieves a clean review on essential APS Organizational standards (background checks, credentialing, special education delivery). The ED coordinates effectively with the Evaluation Committee, updates the mandatory PDP on time, and confirms all board members hit their state training hour benchmarks.*
- ***Score 1 (Ineffective):*** *The school is issued an unresolved formal Notice of Deficiency from the APS Charter School Office. The ED fails to ensure legal operations (e.g., employing uncertified personnel, violating the Open Meetings Act, or mismanaging special education timelines), or routinely withholds compliance data from the Board.*

CSGF Charter CEO Excellence Framework (v2.0 - Fall 2025)

The CSGF Charter CEO Excellence Framework outlines **five Leadership Competencies** demonstrated by CEOs of high-performing charter school organizations and describes the **Functional Knowledge** necessary for managing a strong and healthy CMO. The framework centers Leadership Mindset in recognition of how critical this posture is to learning and leading in the surrounding areas.



Part I: Organizational Performance

Area	Evidence	Rating
Academic Performance	APS framework, graduation, achievement/growth, strategic academic goals	1–5
Financial Health	Audit, budget performance, reserves, financial sustainability	1–5
Organizational Health & Compliance	APS framework, compliance, safety, governance	1–5
Strategic Priorities	Annual goals established with GC	1–5

Part II: Leadership Competencies

CSGF Competency	Rating	Evidence / Commentary
Leadership Mindset	1–5	
Vision & Strategic Direction	1–5	
Talent & Culture Cultivation	1–5	
Driving Performance	1–5	
Communication, Influence & Leading Change	1–5	

Part III: Professional Growth/PDP

Goals:

Built to Last: East Mountain solidified culture and systems that will outlive any one employee and framed around constant improvements to student learning.
The 6th Grade Foundation: This year is proof of concept for the entire model and showed the future of what we are building

A National Model and Impact: Becoming a school that others look to and major progress toward our impact/influence work
$20 Million Construction Project finalizes on time, under budget, and represents one of the top facilities in the East Mountain-a space the entire community will be proud of