

THE MARIN ACADEMY EVALUATION PROCESS: IN 5 STEPS



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STEP 1:
Lead Off



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STEP 2:
Execute



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STEP 3:
Analyze



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STEP 4:
Results



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STEP 5:
Next Steps

LEAD OFF

CHOOSE CONSULTANT

INTERVIEW PROCESS

- Consultant interviewed by Head of Committee of Trustees (COT) and any other pertinent Key Stakeholders such as Head of Board of Trustees (HOT)
- HOS along with COT interviews Consultant to ensure a good fit
- Consultant is hired ideally by end of December

KICK OFF MEETING

ATTENDEES

- HOS, COT, HOT, Consultant

AGENDA

- Align on objectives and goals for the evaluation
- Discuss data collection process
- Agree upon interview and survey content and topic areas
- Completed by January or early February

ANALYZE

QUALITATIVE & QUANTITATIVE ANALYSIS

PROCESS

- Analysis done by Consultant
- Interview data (qualitative)
- Survey data (quantitative and qualitative)
- Separate results compiled for Administrative Team and Board
- Results provided in graphic and written format
- Thematic strengths and growth areas identified
- Year to year comparison of results

NEXT STEPS

BOARD OF TRUSTEE RESULTS DISCUSSION

- Consultant and HOS not present
- Results inform the creation of HOS goals for the following year
- How can the results help further support and strengthen the Trustee/HOS relationship moving forward

EXECUTE

INTERVIEW & SURVEY

COMMUNICATION

- Messaging is agreed upon/Consultant can provide communication templates if desired
- HOS sends "heads up" communication to the Administrative Team (AT)
- COT or HOT sends process communication to all Trustees
- Consultant sends process communication to AT and all Trustees

INTERVIEW PROCESS

- Based on Kick Off Meeting Consultant creates interview guide
- Interview guide and survey reviewed and finalized by COT, HOT
- Consultant conducts face to face interview with HOS (Yearly)
- Consultant conducts face to face interviews with entire AT (Every 3 years)

SURVEY PROCESS

- Based on Kick Off Meeting Consultant creates survey
- Interview guide and survey reviewed and finalized by COT, HOT
- Consultant surveys AT (Yearly)
- Consultant surveys all Trustees (Yearly)

RESULTS

PRESENTATION

- Consultant present both Administrative Team and Board Interviews and Survey
- First meeting: Consultant presents results to HOS one on one
- Second meeting: Consultant presents results to Committee of Trustees and COT
- Third Meeting: Consultant presents condensed results to all Trustees

