EVALUATION OF THE EXECUTIVE DIRECTOR

As a regular and scheduled action, the School Board will evaluate the performance of the Executive Director with written standards agreed to by the evaluated and the evaluators. The primary purpose of the evaluation will be to effect improvements in administrative leadership.

It shall be the responsibility of the Board Chair and Personnel Committee to implement the evaluation instrument(s) and compilation process to fulfill this policy.

Purpose

The purpose of the evaluation of the Executive Director is two-fold. First, it is recognized that establishing and carrying out mutually agreed upon employment goals is important to the overall success and improvement of the school system and the Executive Director. Second, it is intended to determine the Executive Director's ability to carry out the responsibilities as defined in the job description.

Only by open communication and mutual understanding of expectations can the Executive Director achieve the working relationship essential to the operation of a successful school system.

Timeline

September

- The School Board approves District Goals for the coming school year.
- The Executive Director drafts a self-assessment.
- ~~The Executive Director drafts his/her own employment goals for the current school year and shares them with the Personnel Committee..~~ (moved to October)
- Personnel Committee initiates an administrator and Board survey of Executive Director performance for the past school year. The survey shall be sent out mid September asking for responses back within 10 days of receipt.

October

- The Personnel Committee shares collated survey results with the Executive Director.
- A Special Meeting of the Board shall be held for the following purposes (no other issues shall be permitted on the agenda of this meeting):
    - Survey results and Executive Director self-assessment are given to the Board by

the Personnel Committee for discussion.

- The Executive Director can share any reaction or additional information he/she wishes with the Board.
- The Board meets alone to make performance observations based on various sources of performance-related information. The Board drafts the evaluation using the previously agreed upon evaluation outline and format.

- The Executive Director drafts his/her own employment goals for the current school year and shares them with the Personnel Committee..
- The School Board and Executive Director establish mutually agreed upon employment goals for the current school year.
- The Personnel Committee and Board Chair shall prepare, in its final form, the evaluation of the Executive Director for the November meeting, making adjustments to wording and presentation as necessary to produce a professional result that reflects the intent of the draft.

November

- The final evaluation of the Executive Director shall be reviewed by the Board. (This was item 2. The former item 1 is now item 2)
- The final evaluation of the Executive Director shall be given to the Executive Director prior to the November Board meeting.
- The School Board shall take action to declare the status of the Executive Director's employment renewal for the next year.

December

- The Executive Director shall present his/her contract proposal to the Board Chair, Personnel Committee Chair, and Finance Committee Chair. These Board members shall ask questions for clarification, reserving responses and judgments for the subsequent Board discussion.
- The Board meets alone to determine Executive Director contract parameters.
- Informed by those parameters the Board Chair, Personnel Committee Chair, and Finance Committee Chair shall jointly negotiate contract terms with the Executive Director.

January

- The Executive Director's contract shall be ratified by the Board
- The Board shall meet with the Executive Director to provide a mid-year performance

review.

Employment Goals

A. The Executive Director shall prepare a self assessment, to be submitted to the Board in October, assessing his/her success in achieving the employment goals established the previous October and in carrying out his/her defined responsibilities.

B. The School Board and the Executive Director shall meet in executive session annually, no later than October 31st, to establish mutually agreed upon employment goals for the coming year. The Executive Director shall submit his/her proposed goals to the Board in advance of the meeting. This meeting should occur as soon as is practicable after the Executive Director's provision of a self-evaluation. The purpose of establishing specific employment goals is to assist the Executive Director in establishing priorities for action.

C. The Board and Executive Director shall meet in executive session in March for the purpose of discussing progress toward meeting the employment goals established in October. Should circumstances warrant, the Board and Executive Director may mutually agree to make changes to the established employment goals.

Criteria for Evaluating the Executive Director

A. The Executive Director is responsible for the overall administration of CRCS and serves as Secretary to the Board. In accordance with the policies of the Board, he/she shall provide professional leadership to CRCS and shall administer in such a way as to provide for the successful education of the students. In addition to his/her statutory duties, the Executive Director shall be responsible for the general supervision of all activities under the control of the Board. He/she is expected to make such rules, and give such instructions to CRCS employees, as may be necessary to carry out his/her responsibilities.

B. The agreed-upon employment goals of the Board and the Executive Director, together with the job description, shall serve as the basis for his/her evaluation.

Evaluation by the Board

A. The Board and the Executive Director shall meet annually, for the purpose of evaluating the Executive Director. The Board shall discuss with the Executive Director his/her success in meeting the employment goals established for the year. Failure to accomplish certain employment goals does not necessarily connote failure of the Executive Director. They shall also discuss the Executive Director’s success in carrying out his/her defined responsibilities.

B. By the November Board meeting of each year the Board shall prepare a written summary

reflecting the evaluation of the Executive Director by the Board as a whole. A copy of the summary shall be signed by the Board Chair and discussed with the Executive Director, who shall sign it as an indication that he/she has read and discussed the document with the Board. A copy of the summary shall be placed in the Executive Director's personnel file, a copy shall be retained by the Board Chair, and a copy shall be provided to the Executive Director.

Evaluation of the Executive Director Guidelines

A. The Executive Director should be involved in the development of the criteria by which he/she will be evaluated, or at least accept previously developed criteria as appropriate to his/her current operations.

B. Both parties should prepare for the evaluation; the Executive Director by conducting a rigorous self-assessment, the School Board by examining various sources of information relating to the Executive Director's performance.

C. The evaluation should be a composite of the individual School Board members' opinions, but the School Board as a whole should meet with the Executive Director to discuss the evaluation.

D. The School Board should not limit itself to the items that appear on the evaluation form. No form or set of guidelines can encompass the totality of the Executive Director's responsibilities.

E. The evaluation should include a discussion of strengths as well as weaknesses.

F. Evaluation should be at a scheduled time and place, with no other items on the agenda, in executive session, with all School Board members present.

G. Each judgment should be supported by as much rational and objective evidence as possible. One School Board member's opinion should not be the sole basis for judgment on an appraisal item.

H. The Executive Director should have the opportunity to provide feedback to the School Board. Ideally, the feedback will include an examination of the working relationships between the School Board and Executive Director.

Cross Reference: BDD - Board-Executive Director Relationship
CB - School Executive Director
CB-R - Executive Director Job Description

Accepted: January 2021