

Evaluation of the Executive Director

It is always important that a healthy and open dialogue occurs between the School Board and the Executive Director on an ongoing basis. Issues and concerns in which Board members feel should be addressed with the Executive Director should be brought to the Board Chair who would determine the appropriate manner and forum to address issues, following consultation with the Vice Chair when possible.

In addition to maintaining effective communication on a regular basis, it is the responsibility of the Board to formally evaluate the Executive Director on an annual basis. The purpose of this is:

- To provide the Executive Director with an assessment of job performance based upon job description and agreed upon goals and objectives
- To provide an opportunity for extended dialogue between the Board and Executive Director concerning respective working relationships

The agenda and preparation for the formal evaluation process shall be reviewed and developed at the August meeting of the Board.

1. Chairperson of the Board to schedule a special meeting during the month of November for the purpose of evaluation of the Executive Director
2. Prior to this meeting, Chairperson to request each Board member to submit written comments to the Chairperson on Executive Director job performance, relating specifically to expectations listed on the Executive Director's job description
3. Chairperson to collate all members' comments into one evaluation form. The Board shall meet in Executive Session for the purpose of finalizing a final draft (each member's comments shall be identified.). Copies of the final draft shall be given to the Executive Director and Board members prior to the special meeting
4. Evaluation to occur in Executive Session
5. Executive Director to have opportunity at any time to add written comments to the evaluation form prior to signatures

6. Following completion of the evaluation session, the Executive Director and Chairperson to sign the form prior to inclusion in the Executive Director's confidential personnel file

Adopted: July 8, 1999

Edited for administrator title: January 2014