



## **3002.1 Executive Director Evaluation Policy**

**Effective Date: September 8, 2017      Approved by: Board of Directors**

### **Policy:**

The Governing Board may annually conduct a formal evaluation of the Executive Director's performance in order to assess his/her effectiveness in leading the school toward established goals and objectives. The Executive Director and Board may establish an appropriate schedule for the annual evaluation process.

Evaluation criteria shall be based on school goals and objectives and agreed upon prior to the evaluation by the Board and Executive Director. The evaluation shall provide commendations in areas of strength, provide recommendations for improving effectiveness, and serve as a basis for making decisions about salary increases and/or contract extension.

The Board and Executive Director may annually consider what evaluation method(s) will best serve the school and agree on the specific written instrument to be used.

Prior to the evaluation, the Executive Director shall prepare and distribute to the Board a progress report toward school goals, the Executive Director's self-appraisal of accomplishments and performance, and a review of the action taken to address any Board recommendations from the previous evaluation.

Each Board member shall independently evaluate the Executive Director's performance. The Board, in closed session, shall examine all Board member's evaluations and reach a consensus on the evaluation. The Board President or designee shall then develop a single evaluation, representing the Board's collective judgment. The Board shall provide a copy to the Executive Director in closed session, at the next meeting.

The Board shall meet in closed session with the Executive Director to discuss the evaluation. (Government Code [54957](#))

The Executive Director shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance or school progress.

The Executive Director and Board president shall sign the evaluation as evidence that the evaluation has been discussed, and shall place the evaluation in the Executive Director's personnel file.

After each evaluation has been completed, the Board shall meet in open session to give the Board and Executive Director an opportunity to jointly identify priorities for the next year.

GOVERNMENT CODE

[54957](#) Closed session, personnel matters

Original Policy 04/17/02

Revised Policy 12/08/06

Revised Policy 03/07/08

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