



Prepare | Explore | Empower

## EXECUTIVE DIRECTOR EVALUATION POLICY

### **Mission**

The Academy's mission is to help all students grow into college ready, exemplary citizens by combining academic mastery with personal empowerment to drive lifelong success. We serve our full community by intentionally developing a school culture that embraces diversity, equity, and inclusion.

### **Purpose**

The purpose of this policy is to provide guidelines on how the Board of Directors will evaluate the performance of the Executive Director.

### **Evaluation Timeline**

The timeline for the Executive Director's performance evaluation will be defined in the Board Calendar.

### **Evaluation Process**

The Executive Director is entitled to a formal evaluation of their performance by the Board of Directors on an annual basis. The evaluation shall be part of the Board's annual governance work but may be initiated at any time by the Board or at the request of the Executive Director. The evaluation will be carried out by a Board member or members as determined by the full Board each year. The evaluation will focus on the criteria described below.

### **Evaluation Criteria**

1. Accomplishment of the school's mission, objectives, and strategic goals for which the Executive Director is responsible.
2. Adherence to operational policies approved by the Board.

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3. Ensuring that the Board is well informed on issues affecting the mission, performance, and reputation of The Academy.

### Evidence of Performance

The Board and the Executive Director will agree in advance according to the timeline set in the Board Calendar on how information on the above criteria will be provided. The means of gathering this information or demonstrating accomplishment will include:

1. Reports from the Executive Director on progress towards the mission and objectives of the school as identified in the Strategic Plan. This could include:
  - a. The Executive Director's regular reports to the Board;
  - b. Presentation of Annual Work Plans; and/or
  - c. Data Dashboards that cover academic, cultural, financial, and operational measures.
2. Monitoring the implementation of, and adherence to, Board-approved policies. This is primarily accomplished through the Board's ongoing policy review process.
3. Independent verification of the above and other data collected by the identified representative(s). This could include:
  - a. Interviews with Principals or other key stakeholders;
  - b. Formal school ratings provided by the Colorado Department of Education;
  - c. Annual reviews from the Charter School Institute; and/or
  - d. An annual audit of The Academy's financial records.

Board members will not seek information outside of the process described here.

### Findings and Recommendations

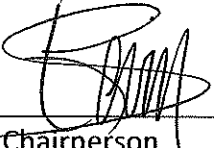
The identified Board representative(s) will report to the full Board the findings of their evaluation process and may make a recommendation regarding actions required, including conditions of ongoing employment. Recommendations will include proposed adjustments in salary that are in alignment with the Board's Conflict of Interest Policy and budgetary outlook from the CFO. These personnel matters will be handled in executive session, in which the full Board will have an opportunity to discuss all findings and recommendations before addressing the Executive Director.

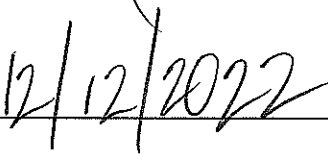
Findings will be presented in writing and will include a judgement based on the evaluation criteria and evidence examined whether the Executive Director's performance is exemplary, accomplished, developing, or unsatisfactory according to a rubric developed in alignment with the Board Calendar.

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## EXECUTIVE DIRECTOR EVALUATION POLICY

The Board of Directors at The Academy approved the Executive Director Evaluation Policy on Monday, December 12, 2022.

  
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Board Chairperson

  
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Date

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