



POLICY: Executive Director Annual Evaluation Policy

Related: [Executive Director Competencies & Performance Indicators \(1/2019\)](#)

Policy Intent:

This policy adopted by the Governing Board affirms that the Executive Director (ED) shall be evaluated using the process described herein. The intent of this policy is to provide the Executive Director:

1. Clear direction in the form of **annual goals** collaboratively established by the ED and Governing Board.
2. Regular **formative feedback** on the Governing Board's perceptions of the Executive Director's performance as the leader of the charter school
3. Annual **summative feedback** to assess accomplishment of ED goals and to serve as the basis for contract renewal and reemployment decisions regarding the Executive Director by the Governing Board.

The Governing Board intends that the Executive Director shall be a full participant in this process.

Annual Goals for the Executive Director

The Executive Director's evaluation process shall provide the Governing Board an opportunity to approve annual relevant, timely and attainable goals (2 -3) that the ED shall respond to in the form of a Professional Development Plan (PDP). In this PDP the ED shall outline the measurable results that s/he anticipates achieving in relation to each of the goals agreed upon and set by the Governing Board. PDP Goals shall align with selected [Executive Director competencies and performance indicators](#) that were developed and approved by the Governing council in January of 2019.

Evaluation Timeline

The annual evaluation process shall have as a minimum the following components and cycle for each school year:

1. **September:** During an Executive Session of a regularly scheduled Governing Board meeting, the Governing Board and ED will participate in the formation of the ED's goals for the current school year.
2. **October:** To address the goals and the results that the ED anticipates accomplishing within the school year, s/he will provide a Professional Development Plan (PDP) for every agreed-upon goal at the October Governing Board meeting during an Executive Session.



3. **January:** During an Executive Session of the January Governing Board meeting, the Governing Board shall conduct an informal review and provide feedback for the ED regarding progress towards meeting the annual goals.
4. **May:** In Executive Session, the Governing Board President shall distribute to every Governing Board member a copy of the ED's evaluation form that each Governing Board member will complete and return to the Governing Board President two weeks prior to June's Governing Board meeting.
5. **June:** The Governing Board President will have all of the ED evaluation forms compiled which will form the basis of the ED's formal evaluation. During the Executive Session, the Governing Board will review and discuss the un/successful in/completion of the annual goals and provide for the non/renewal of ED's contract.

Amendments & History:

- [Approved by Governing Council: January 16th, 2019](#)
- Approved Amendment by Governing Council: December 1st, 2021

