



EXECUTIVE DIRECTOR EVALUATION POLICY

(Approved by the Board of Trustees on March 8, 2023)

Purpose

This policy sets forth guidelines and directions related to the evaluation of the Executive Director.

The GVCS Executive Director (ED) is evaluated each year beginning with the selection of the evaluation committee in September and ending with a contract recommendation in May.

The Director Evaluation Committee

The committee consists of the following Board members:

- The Board chair
- Additional Board members, not to exceed a quorum

The full Board of Trustees ratifies the nominations.

Process

The evaluation process is overseen by the committee in accordance with the timeline indicated below.

The committee members will meet with the ED to discuss goals by November.

The committee solicits feedback as to the performance of the ED from the following groups or individuals:

- Board of Trustees, via survey
- Faculty, via survey
 - In addition, Faculty delegates to speak with site staff and present a report to the Board during closed session
- Administration, via direct interviews
- Parents/guardians, via survey
- Central Office, via survey

The evaluation committee is responsible for the solicitation of input from the groups and individuals indicated above.

In order to assure anonymity and confidentiality, the evaluation forms and comments are to be read only by evaluation committee members, which will be summarized for the Board.

Timeline

- September: The committee is organized
- February and March: The Committee designs and creates the surveys and questions to be asked.
- Early March: The ED submits a self-evaluation.
- Early March: An online survey is sent out to the groups for feedback. Interviews with Administration are scheduled.
- Late March: The committee collects the feedback and prepares its findings. The findings are discussed with the ED who may choose to respond to the findings. The committee notes the response from the ED, if any, and prepares a final summary of findings.
- Early April: The committee, in closed session, presents its final summary of findings to the Board of Trustees without the ED in attendance.
 - Faculty delegates to present report to the Board during closed session.
- The BOT makes a recommendation based on one of the following:
 - Rehire the ED with a salary recommendation
 - Rehire the ED with conditions
 - Place the ED on administrative leave pending further action
 - Non-renewal of contract
- The Director Evaluation Committee, in closed session, discusses the recommendation with the ED who may choose to respond to the recommendation.
- The Board notes the response from the ED, if any, and approves a final recommendation.

Measurements

- Past performance evaluations with goals and feedback
- ED job description, questions for each group as applicable
- Survey responses across all groups
 - Each group will have similar, but different questions asked that are appropriate/in-depth for that group.

Concerns

Any concerns that fall outside of the regular evaluation process as described herein should be brought to the attention of the Board of Trustee chair in writing. During the regular course of the year, the chair is a conduit for feedback to the ED regarding such concerns. Concerns of a legal or other serious nature should be brought to the attention of the Board chair. An additional evaluation may be required at any time by a majority vote of the Board.

Due to a governance reorganization with the creation of an Executive Director position, the ED evaluates and supervises the school principals and leadership positions. Only the Executive Director reports directly to the board.

This policy supersedes all previous policies related to the Principal evaluation.