Executive Director Eval Process

Tasks	Owner	September – August												
		S	Ο	Ν	D	J	F	Μ	Α	Μ	J	J	Α	
ED reports draft goals to Board for upcoming year in alignment w budget draft, also in October	Executive Director													
360 staff satisfaction survey	HR													
Appoint Evaluation Committee members	board president													
Committee reviews last year's process & forms & makes adjustments if needed	Eval Committee													
Circulate 360 Survey results to leadership team, then board	HR													
Committee sends eval notification letter to ED, providing guidance on what ED is to respond to in terms of their self-evaluation, achievement of the goals they set, what they learned from the 360 survey, & knowledge of the district & their performance	board president + committee					٠								
ED provides self eval to committee to include (see process word doc)	ED													

Executive Director Eval Process

Tasks	Owner	September – August												
		S	Ο	Ν	D	J	F	Μ	Α	Μ	J	J	Α	
Full board meets in exec session to discuss overall impressions of performance for Eval Committee to consider as they move forward	Full board					۲								
Committee scores ED performance using eval form. Scores based on ED's self-evaluation, performance, achievement of goals, 360 survey results (& response to them), & knowledge of the district	Eval Committee						۲							
Committee reports to full board in exec session, after which the board recommends changes & approves the report	Eval Committee							۲						
Board president and 1 committee member meet w/ ED to discuss review	2 committee members + ED													
If salary renegotiation begins, committee reviews salary comps as well as ED input to consider pay request	Eval committee								V					
In Exec session, committee makes a rec to the full board for salary and benefits for coming year. (The ED will always receive the annual staff salary increase, approved with annual budget.)									٠					
ED and board president meet to review progress to date														