

**The Gray Charter School
Board of Trustees
Policy**

Executive Director Evaluation

P800

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The Board of Trustees, in compliance with state law, will evaluate the Executive Director annually.

The purposed of the evaluation shall be:

- A. To promote professional excellence and improve the skills of the Executive Director.
- B. To improve the quality of the education received by the pupils served by the schools of the district;
- C. To improve a basis for the review of the job performance of the Executive Director.

EVALUATION OF THE EXECUTIVE DIRECTOR

- A. Frequency of Evaluation
 1. The Executive Director shall be evaluated formally one per year, prior to the Board of Trustee's reorganization meeting and not later than April 30.
 2. The Executive Director shall be evaluated informally approximately 6-7 months preceding the formal annual evaluation, according to the criteria and format set forth in Section F below.
- B. Evaluation Criteria
 1. Job description
 2. Annual goals
 3. The following criteria as enumerated by the N.J.S.B.A. may also be used;
 - a) Ability to manage;
 - b) Ability to lead;
 - c) Ability to make decision;
 - d) Ability to communicate;
 - e) Supervision and staff development
 - f) Responsiveness to others;
 - g) Creativity;
 - h) Ability to maintain an effective educational climate;
 - i) Effective implementation of Board policies and procedures;
 - j) Use of physical and financial resources of the district in ad judicious a manner;
 - k) Demonstration of a broad knowledge of matters that will aid in effectively managing the school district.

C. Collection and Reporting of Evaluation Data

1. The Executive Committee of the Board shall collect appropriate data to properly evaluate the Executive Director. Each member of the Board shall be solicited for input on this evaluation.
2. The Executive Committee of the Board shall appoint not more than two members to collect the data.
3. The Executive Director shall cooperate with the members of the Board designated to collect the data.

D. Preparation of Written Evaluation Report

1. The Board shall in a private session consider all of the collected data, and evaluate the Executive Director based on the evaluation criteria as described in B. above.
2. The Board President shall designate one individual to prepare a draft on the written evaluation document.
3. The Board shall review the draft evaluation document and determine required revisions.
4. The Board shall by majority vote approve the evaluation document.

E. Conduct of Annual Performance Conference

1. The Board shall conduct the evaluation conference, meeting in private session with the Executive Director present.
2. The Executive Director shall have the right to discuss the evaluation with the Board and file any exceptions to the evaluation in writing.
3. Any exceptions filed by the Executive Director shall be included with any copy of the Board's evaluation.

F. Informal Mid Year Evaluation

1. The Executive Committee, or its designee, shall solicit informal written comment from the Board.
2. Comments shall be summarized in writing and distributed to the Board of Trustees which may meet in Executive Session to refine its message.
3. The Board shall meet in Executive Session with the Executive Director to communicate its message.
4. Minutes of the meeting shall be distributed confidentially to the Executive Director, members of the Board and board counsel.
5. The procedures described in this section may be altered by mutual agreement between the Board and the Executive Director.

Adopted: June 11, 1999