

## **EXECUTIVE DIRECTOR'S EVALUATION INSTRUMENT**

### **BACKGROUND**

Steve Dal Porto has consulted with Board members and the Executive Director to prepare an evaluation instrument for the Executive Director. Once this instrument is approved by the Board, it will go into effect for the 2010-11 year beginning in September 2010. For the current year, the Executive Director will continue to submit to the Board her self assessment in narrative form for their discussion and review at the September Board meeting. Attachment A contains the proposed evaluation instrument for the following year.

### **POLICY CONSIDERATION**

The Board will review the Executive Director evaluation instrument and make final adjustments.

### **EXPECTED ACTION**

The Board will consider action on the Executive Director evaluation.

**Executive Director Evaluation Instrument**

**Evaluation Procedures**

1. Voting Board members will use Model #5 (or whatever is adopted by the Board) and comments are required in all sections. The Staff and Personnel Relationship section requires comments only, without ratings.
2. Student Board members will use the same evaluation form but with no rating numbers; comments only.
3. Staff members will be given the opportunity to use the Staff and Personnel Relationship section, but with no rating; comments only.
4. The Executive Committee, or a very small evaluation committee, will prepare a summative evaluation based on the documents submitted. The Board will determine which committee does this.
5. The Board, in Executive Session, discusses the Committee’s summative evaluation before it is discussed with the Executive Director.
6. Also in Executive Session, the Board discusses contract status and later takes action in public session.
7. The Chair of the Board meets with the Executive Director to review the evaluation.
8. The final evaluation goes in the Executive Director’s personnel file as a permanent record.

**Model #5**

**Instructions for SBE members: every rating requires observation comments. Numerical ratings are as follows: 1 = low; 3 = average; 5 = high. All indicators require your written observations and suggestion(s) for development if appropriate.**

CRITERION	RATING	OBSERVATION COMMENTS
<b>Leadership</b>		
1. Models the highest professional standards.	1 2 3 4 5	
2. Creates reasonable timelines and guides Board and staff to completion.	1 2 3 4 5	
3. Organizes and supports the staff and the Board members to be effective team members.	1 2 3 4 5	

CRITERION	RATING	OBSERVATION COMMENTS
4. Informs Board members of emerging and sensitive issues affecting completion of Board goals.	1 2 3 4 5	
<p><b>Implementation of the SBE Strategic Plan</b></p> <p>1. Meets expected annual outcomes from the SBE Strategic Plan.</p> <p>2. Facilitates the work of Board members toward completion of the Strategic Plan.</p> <p>3. Directs the legislative objectives of the SBE and monitors potential impacts of proposed legislation on Strategic Plan goals and objectives.</p> <p>4. Uses and supervises staff effectively to support Strategic Plan goals.</p>	<p>1 2 3 4 5</p>	
<p><b>Relationship with the Board</b></p> <p>1. Presents well thought-out recommendations to the Board.</p> <p>2. Communicates reliably, accurately, and openly with the Board.</p> <p>3. Responds appropriately to Board member requests.</p> <p>4. Uses individual and collective talents of the Board members to maximize potential.</p> <p>5. Seeks and accepts Board members' opinions and suggestions of his/her work.</p>	<p>1 2 3 4 5</p>	

CRITERION	RATING	OBSERVATION COMMENTS
6. Has a respectful working relationship with the Board.	1 2 3 4 5	
<p><b>Management</b></p> <p><b>A. Fiscal</b></p> <p>1. Provides sound budget management aligned with Board and organization priorities.</p> <p>2. Pursues and secures appropriate and adequate sources of support for policy activities.</p> <p>3. Manages and maintains adequate control of funds and spending.</p> <p><b>B. Business</b></p> <p>4. Uses effective practices in human resource management; implements effective hiring practices and aligns staff with essential activities.</p> <p>5. Possesses and applies knowledge of legal issues affecting the Board.</p>	<p>1 2 3 4 5</p>	
<p><b>Staff and Personnel Relationships</b></p> <p>1. The Executive Director provides evidence of an annual opportunity for staff members to provide anonymous feedback regarding their perception of relevant work related issues.</p>	<p>No rating; observation comments only</p>	

CRITERION	RATING	OBSERVATION COMMENTS
2. Develops good staff morale and loyalty to the organization.  3. Delegates authority to staff members appropriate to the position each holds.  4. Holds personnel accountable for their performance and takes action when performance does not meet his/her standards.	Observation comments only  Observation comments only  Observation comments only	
<b>Contract Status</b> <i>(Select one and explain if necessary in comments section)</i>  1. Do not continue contract. <b>(comments required)</b>  2. Continue contract with stipulations. <b>(comments required)</b>  3. Continue current contract.  4. Continue current contract with additional benefits, if possible.  5. Continue contract with additional benefits and salary, if possible.		