

## **Evaluation of Executive Director**

The Board shall serve as the evaluator for the Executive Director. The Executive Director's performance shall be reviewed annually.

The following procedures shall be used to implement the Board's policy for evaluation of the Executive Director.

### **Prior to the evaluation**

The Board and the Executive Director shall devise a position description that sets forth expectations for the Executive Director. The Board shall develop a plan that establishes goals for the Pikes Peak BOCES (PPBOCES.) The criteria for evaluation of the Executive Director shall be agreed upon in advance of the period under review by the Board and the Executive Director. These criteria will relate to the position description for the Executive Director and the goals of the PPBOCES.

The Board and the Executive Director shall determine times in advance for establishing the criteria for review and discussing the performance of the Executive Director in relation to these criteria.

### **Information collection**

Conducting an evaluation is a matter of gathering information and then interpreting and summarizing it.

The evaluation shall be based upon multiple sources of information that can be provided by members of the Superintendent's Advisory Council (SAC), the Board, PPBOCES directors and/or other employees, or the Executive Director. The evaluation shall also be based on artifacts and/or other information presented to the Board and to the SAC as evidence of accomplishments toward the established goals of the BOCES. The evaluation process shall start with the SAC Chairperson, who will collect feedback and information from members of the SAC, Board members, regional special education directors, BOCES staff, and other relevant members of the community as deemed appropriate. The SAC Chairperson will draft the evaluation and discuss with superintendents during the Superintendent's Round Table at or prior to the February SAC meeting. The SAC Chairperson and Vice Chair will present the draft evaluation to the Executive Director, and will forward to the Board prior to the February Board meeting each year.

Information may be collected from individual Board members and synthesized into a collective Board position, although the range of views may be presented as a basis for discussion with the Executive Director.

The Executive Director shall have an opportunity for self review in relationship to the criteria employed by the Board prior to the time that the Executive Director meets with the Board to discuss the results of the evaluation.

**Written evaluation report**

The evaluation shall result in a written summary of conclusions regarding the Executive Director's performance. The report shall include the following:

1. Specific information about the strengths and weaknesses in the Executive Director's performance based upon the agreed upon criteria.
2. Documentation showing information collected and considered in the evaluation.

The Board and the Executive Director shall discuss information relating to the Executive Director's performance in an executive session unless the Executive Director wishes to have the discussion in an open session. A time shall be designated for this purpose when all members of the Board can be present.

The evaluation report shall be signed by the president of the Board and by the Executive Director. The signature of any person on the report shall not be construed to indicate agreement with the information contained therein. The report shall be placed in the Executive Director's personnel file.

The Executive Director shall be allowed to attach any written comments to the evaluation report.

Any suggestions for improving the performance of the Executive Director, modifying Board/Executive Director relationships and/or modifying the goals and objectives of the PPBOCES may be incorporated in the documents used to initiate the next evaluation.

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