

**Subject: EVALUATION OF EXECUTIVE DIRECTOR--PROCEDURE**

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The Board will serve as the evaluator for the Executive Director. The process of evaluation will be used as a tool to improve communication, job performance, and promote a better working relationship between the Board, the Executive Director, the member districts of the BOCES, and BOCES' Management Advisory Council.

The following procedures will be used to implement the BOCES policy for evaluation of the Executive Director:

1. The evaluation period will be from April 1 through March 30 of the following year, unless the Board and Executive Director agree to an alternative evaluation period.

2. Prior to the evaluation the Board's president and the Executive Director will devise a position description that sets forth the job duties, responsibilities, expectations for the Executive Director. The criteria for evaluation of the Executive Director will 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 BOCES. The president of the Board and the Executive Director will establish the criteria for review and discuss the performance of the Executive Director in relation to these criteria in advance of the evaluation itself.

3. Conducting an evaluation is a matter of gathering information and then interpreting and summarizing it. Members of the Board will be afforded an opportunity in accordance with the evaluation process to evaluate the performance of the Executive Director. In addition, the president of the Board may solicit input from the Management Advisory Council relative to the performance of the Executive Director.

3.1 For the evaluation process, Board members and the Management Advisory Council may base an evaluation of the executive director on personal and professional interact with the Executive Director and recall of specific information, including reference to documents or information that have been prepared by the Executive Director in discharge of his/her duties and responsibilities, or reports that have been prepared relative to BOCES activities and issues. Such documents and information will be collected by the president of the Board pursuant to the evaluation process. The process will provide a method for synthesizing the individual views into a collective Board position. The evaluation process will be based upon the various sources of information as identified above.

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

5. The evaluation process will result in a written summary of conclusions regarding the Executive Director's performance based upon the information considered relative to the agreed-upon criteria. The report will include the following:

5.1 Specific information about the strengths and weaknesses in the Executive Director's performance.

5.2 Documentation showing information collected from Board members and the Management Advisory Council on which the conclusions were based.

5.3 A written improvement plan (if appropriate) that is specific about areas which need improvement with recommendations for improvement.

5.4 The Executive Director's overall performance shall be rated on a scale of 1 to 10, with 10 representing an "Excellent" rating, and 1 representing a "Poor" rating. A rating of 1 will require a written improvement plan.

5.5 The Board and the Executive Director will discuss information relating to the Executive Director's performance in an executive session. A time will be designated for this purpose when all members of the Board can be present.

6. The evaluation report will be signed by the president of the Board and by the Executive Director. The signature of any person on the report will not be construed to indicate agreement with the information contained therein. The report will be placed in the Executive Director's personnel file. The Executive Director will be allowed to provide written comments to the evaluation report, which shall also be placed on the Executive Director's personnel file.

7. Any suggestions for improving the Executive Director's performance, modifying Board/Executive Director/member district/advisory council relationships, and/or modifying the goals and objectives of the BOCES will be incorporated in the documents used to initiate the next evaluation.

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