File: CBI-R

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 BOCES. 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 BOCES.

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.

Evaluation Procedures:

January SAC meeting Each Superintendent receives a copy of the Executive Director’s Evaluation form. Each Superintendent consults with their Board Member on filling out the evaluation.

End of January each individual form is mailed to the SAC Chairman to compile and disseminate.

February SAC meeting Superintendents meet with the Executive Director to review evaluation and reach consensus.

March Board meeting SAC Chairman meets with the Board of Directors and the Executive Director to review the evaluation of the Executive Director.

**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 Board or the executive director.

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.

1. 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. 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 BOCES may be incorporated in the documents used to initiate the next

evaluation.

Adopted: July 15, 2015