

LIONSGATE ACADEMY

206 Evaluation and Supervision of the Executive Director

Original Adoption Date: 3/18/2014

Revision Date(s):

Review Date(s): 03/01/2017, 3/2020, 2/2023

I. PURPOSE

The purpose of this policy is to establish a consistent and clear method of evaluating the executive director.

II. GENERAL STATEMENT OF POLICY

- A. The Board of Directors shall establish a committee for the specific purpose of evaluating the executive director. Members of the committee shall be currently seated members of the Board of Directors.
- B. The committee appointed by the board shall meet regularly with the executive director. The committee and the executive director shall agree upon a long term (3 to 5 year) performance plan, and establish a timeline and milestones against which the performance of the executive director will be measured.
- C. At least annually, the committee shall establish the criteria and develop a written evaluation of the executive director based on a variety of sources that may include, but is not limited to, survey results from parents, staff, students and board members; a written evaluation of performance against stated objectives (by the committee); and other artifacts deemed relevant to the evaluation of the executive director's performance.
- D. At least annually, the committee shall present its findings to the board of directors, develop a formal evaluation document, recommend any compensation adjustments, and the board shall vote to continue an agreement for employment. The board chair and the committee shall meet with the director to review the evaluation, identify areas for performance growth, recognize accomplishments, and offer an employment agreement if warranted.

Legal References:

Minn. Stat. 124E.12