

## **Section C**

## **General School Administration**

### **CBI**

### **Evaluation of the Director**

The Board's primary purposes in evaluating the Director are to provide strong leadership and management for the school; to strengthen the working relationship and communication between the Board and Director; and to assist the Board in judging the effectiveness of the Director's performance.

#### **Guidelines**

1. As a regular and scheduled annual activity, the Board will evaluate the Director in executive session. The Board will create an evaluation form and standards in consultation with the Board's Personnel Committee.
2. The evaluation criteria and schedule will be made available to the Director in advance of the evaluation process.
3. Preparation for the evaluation is as follows:
  - a. The Director, along with the Board's Personnel Committee, will collect evidence to support the Measurement Goals in the Evaluation Matrix.
  - b. The Board Chair, along with the Personnel Committee, will develop a summary of the evidence.
  - c. The Summary will be made available to the full board at the evaluation meeting.
4. The Board will meet to discuss the Summary of evidence in Executive Session. Board members will be given the opportunity to rate the Director after going over the support materials.
5. The Board will meet with the Director to review the evaluation. Additional information may be shared that may not be part of the documentation previously received.
6. Specific matters related to the terms of the Director's contract may be discussed at this meeting or a subsequent meeting.
7. Following the evaluation process, the Board Chair will provide the Director with a written summary of the key elements of the evaluation review.
8. Using the evaluation and the priorities established by the Board, the Director and the Board will establish mutually agreed upon and clearly understood performance goals for the ensuing year by the June board

meeting. Progress towards these goals will be included as part of the next Board evaluation of the Director.

A formal evaluation of the Director, according to the Leadership Evaluation Professional Growth Plan (LEPG) will occur every three years.

Cross Reference: CB – School Director  
Region 8/Mid-Coast School of Technology LEPG Plan

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