**Administration** BP 2140(a)

**EVALUATION OF THE CHIEF EXECUTIVE DIRECTOR**

The Governing Board shall annually conduct a formal evaluation of the Executive Director’s performance in order to assess his/her effectiveness in leading College and Career Advantage (CCA) Regional Occupational Program (ROP) toward established goals. The Board and Executive Director shall establish an appropriate schedule for the annual evaluation process.

*(cf. 0000 - Mission/Vision)*

*(cf. 9000 - Role of the Board)*

Evaluation criteria shall be based on CCA goals and success indicators agreed upon by the Board and Executive Director prior to the evaluation. The evaluation shall provide commendations in areas of strength, provide recommendations for improving effectiveness, and serve as a basis for making decisions about salary increases.

*(cf. 2110 – Executive Director Responsibilities and Duties)*

The Board and Executive Director shall annually consider what evaluation method(s) will best serve CCA and agree on the specific written instrument to be used.

Prior to the evaluation, the Executive Director shall be responsible for preparing and distributing to the Board for its review a report of progress toward CCA goals, the Executive Director’s self-appraisal of accomplishments and performance, and a review of action taken to address any Board recommendations from the previous evaluation.

Each Board member shall independently evaluate the Executive Director’s performance. The Board shall determine who will summarize and combine the individual evaluations to create a consensus document and how that consensus document will be formatted. The evaluation shall be a composite of individual Board members’ opinions, but there shall be only one final evaluation representing the Board’s collective judgment. This final evaluation shall be provided to the Executive Director for his/her response.

The Board shall meet in closed session with the Executive Director to discuss the evaluation. (Government Code 54957)

*(cf. 9321 - Closed Session Purposes and Agendas)*

The Executive Director shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance or CCA progress.

The Board president and Executive Director shall sign the evaluation as evidence that the evaluation has been discussed. The Executive Director shall place the evaluation in his/her personnel file.

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

*Legal Reference: (see next page)*

BP 2140(b)

**EVALUATION OF THE EXECUTIVE DIRECTOR** (continued)

*Legal Reference:*

*GOVERNMENT CODE*

*54957 Closed session, personnel matters*

*Management Resources:*

*CSBA PUBLICATIONS*

*Maximizing School Board Governance: Superintendent Evaluation, 2004*

*WEB SITES*

*Association of California School Administrators: http://www.acsa.org*

*CSBA, Single District Governance Services: http://www.csba.org/sds*

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