



Executive Director Evaluation Policy

An effective working relationship between the Governing Council and the Executive Director is essential to the successful operation of the School. The development and maintenance of such a relationship shall be assisted by a periodic review of the Executive Director's diverse responsibilities accompanied by an appraisal of the Executive Director's performance.

The Governing Council shall annually evaluate the Executive Director in compliance with state statute and regulation.

Mutually Agreed Upon Goals, Metrics and Forms

The Governing Council and the Executive Director shall mutually agree upon the Executive Director's goals and metrics, upon which she shall be evaluated, prior to the annual evaluation.

The Executive Director Performance Evaluation Form shall be developed to reflect the agreed upon goals and metrics so it may be used in each formative and summative feedback session.

Formative Feedback to the Executive Director

The Executive Director shall be provided formative feedback as requested by her or as set forth by the Governing Council. The intent of this feedback shall be to assist the Executive Director in her service to the School by providing observations from the Governing Council on the progress being made by the Executive Director and to offer the Executive Director the opportunity to share her observations on progress she is making during the contract year.

This formative feedback may take place in the School's Executive Director Support Committee or in closed session at a scheduled Governing Council meeting.

Summative Feedback to the Executive Director

The Executive Director shall be provided summative data on the Governing Council's observations of her performance by each Governing Council member annually in closed session

at a scheduled Governing Council meeting. The Executive Director Performance Evaluation Form shall be completed by each Governing Council member and the Executive Director independently. The Executive Director shall be presented the aggregated summary of all Governing Council member responses along with the individual responses. The Governing Council will identify strengths and areas of the Executive Director's performance where growth can occur. The Executive Director has an opportunity during this session to provide feedback regarding her relationship with the Governing Council. The Executive Director shall be provided an opportunity to provide her written response to the evaluation and her response along with the aggregated summary shall become a part of the Executive Director's personnel file.

The evaluation document and procedures to be used shall be reviewed and approved annually by the Governing Council.

Adopted by the Coral Community Charter School Governing Council on: January 26, 2021.