

The annual Executive Director's Evaluation process will begin during the Academy Board November meeting and conclude at the February meeting.

All Board members and the Executive Director are to use the Executive Director's Evaluation Form. The Board members are to receive their forms at the November meeting and are to be returned to the Board President or designee by the December Board meeting. The Director uses this form as a "self-evaluation."

The Academy Board will notify the school community that the annual Director's Evaluation is in progress and that the school community is welcome to give their written feedback. All feedback from the community must be signed and turned in by the timeline. The community feedback is not to be considered a public vote on retention or removal, but the sentiment of community members who want to give their feedback into the Executive Director's Evaluation Process. The written feedback from the community is to be seen by the Board only.

The President of the Academy Board will collect the forms from the rest of the Board and Director to compile the information.

If all three {3} Conditions of Employment are met, as determined **by a majority of the Academy Board**, a new contract will be written if the current contract term is expiring, and all areas of the contract will be discussed to assess for strengths and weaknesses in the performance of the Executive Director.

If any of the three {3} Conditions of Employment are not met, as determined **by a majority of the Academy Board**, the contract will not be renewed and a search will commence to replace the Executive Director by the end of the contract period. The Executive Director is expected to continue through the end of the contract period unless alternative arrangements are negotiated.

No later than the January Board meeting, the Board shall announce the decision to offer a renewal contract or not to offer a renewal contract. Upon offering a renewal contract, the President shall discuss with the Board the salary for the next year and he shall be the lead person in negotiating the renewal contract. It is the goal of the Academy Board to have executed a renewal contract no later than the February Board meeting.

Personnel matters, employee contract negotiations, and salary negotiations are subject to executive session. Personnel decisions requiring a vote of the Board are to be in open session.

Adopted: September 8, 2004;

Reviewed: Annually

Revised: May 2015 Total rewrite of this document; May 2025 to correct Executive Director title

Rationale: Reformatted and update during Policy review 2014–2015; Director has been changed to Executive Director

**2015 removal of number numbered GP 6 doc 3 new Charter Contract
authorizer**

Approved: September 8, 2004; June 10, 2015, November 11, 2015, May 14, 2025