

Administrator job performance will be monitored systematically and rigorously against the Administrator job expectations: organizational accomplishment of Board's *Ends* policies and organizational operation within the boundaries established in the Board's *Executive Limitations* policies.

Accordingly:

1. Monitoring determines the degree to which board policies are being met. Information that does not contribute to this purpose is not considered monitoring data.
2. The Board will acquire monitoring data on *Ends* and *Executive Limitations* policies by one or more of three methods:
 - a. By internal report, in which the Administrator discloses compliance information to the Board;
 - b. By external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies;
 - c. By direct Board inspection, in which the Board assesses compliance with the appropriate policy criteria.
3. In every case, the standard for compliance shall be whether the Administrator has reasonably interpreted the Board policy being monitored. The Board will make the final determination as to whether the Administrator's interpretation is reasonable.
4. All policies which instruct the Administrator will be monitored at a frequency and by a method chosen by the Board. The Board may monitor any policy at any time by any method, but ordinarily will depend on the schedule given in the Agenda Planning Calendar in GP-8-E.

Policy Number: BSR-5

Policy Type: Board/Staff Relationship

Policy Title: Monitoring Administrator Performance

5. In conjunction with the conclusion of the Board's annual planning cycle, each February the Board will conduct a formal summative evaluation of the Administrator. The summative evaluation will be based upon data derived during the year from monitoring Board policies on *Ends* and *Executive Limitations*. The Board will meet in Executive Session during the January Board meeting to discuss the evaluation. The Board will direct one or more Board members to draft an initial evaluation document. The evaluation document will be finalized through the collaboration of all Board members and presented to the Administrator prior to the February Board retreat. The Administrator will have the opportunity to review the document with the Board in executive session. The report will be signed by the Administrator and the president of the Board. The Administrator may, at his or her discretion, attach written comments to the evaluation document within two weeks following the Board retreat. These comments will be reviewed by the whole Board in Executive Session at the following Board meeting.

The evaluation document will consist of:

- a. A summary of the data derived throughout the year from monitoring the Board's policies on *Ends* and *Executive Limitations*;
- b. Conclusions relative to whether each end has been achieved or whether reasonable progress has been made toward its achievement;
- c. Conclusions relative to whether the Administrator has properly operated within the boundaries established in the *Executive Limitations* policies;
- d. A summary of the Administrator's strengths and weaknesses relative to achievement of the *Ends* policies and operation within the boundaries established in the *Executive Limitations* policies.

Nothing in this policy will be construed to imply in any manner the establishment of any personal rights not explicitly established by statute, Board policy or contract. All employment decisions regarding the Administrator remain within the sole and continuing discretion of the Board.

Monitoring Method: Board Self-Assessment Adopted/Revised: September 11, 2013