

EVALUATION OF ADMINISTRATOR

The Charter Board shall serve as the evaluator for the administrator. The administrator's performance shall be reviewed annually.

The following procedures shall be used to implement the charter school policy for evaluation of the administrator.

Prior to the evaluation

The Charter Board and the administrator shall devise a position description that sets forth expectations for the administrator. The Charter Board shall develop a plan that establishes goals for the charter school. The criteria for evaluation of the administrator shall be agreed upon in advance of the period under review by the Charter Board and the administrator. These criteria will relate to the position description for the administrator and the goals of the charter school.

The Charter Board and the administrator shall determine times in advance for establishing the criteria for review and discussing the performance of the administrator in relation to these criteria.

Information collection

Conducting an evaluation is a matter of gathering information and then interpreting and summarizing it.

The evaluation shall be based upon multiple sources of information that can be provided by members of the Charter Board or the administrator.

Information may be collected from individual Charter Board members and synthesized into a collective Charter Board position, although the range of views may be presented as a basis for discussion with the administrator.

The administrator shall have an opportunity for self-review in relationship to the criteria employed by the Charter Board prior to the time that the administrator meets with the Charter Board to discuss the results of the evaluation.

Written evaluation report

The evaluation shall result in a written summary of conclusions regarding the administrator's performance. The report shall include the following:

1. Specific information about the strengths and weaknesses in the administrator's performance based upon the agreed upon criteria.
2. Documentation showing information collected and considered in the evaluation.

The Charter Board and the administrator shall discuss information relating to the administrator's performance in an executive session. A time shall be designated for this purpose when all members of the Charter Board can be present.

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The evaluation report shall be signed by the president of the Charter Board and by the administrator. The signature of any person on the report shall not be construed to indicate agreement with the information contained therein. The report shall be placed in the administrator's personnel file. 1

The administrator shall be allowed to attach any written comments to the evaluation report.

Any suggestions for improving the performance of the administrator, modifying Charter Board/administrator relationships and/or modifying the goals and objectives of the charter school may be incorporated in the documents used to initiate the next evaluation.

First Reading Date: 4-21-21

Adoption Date: 5-19-21

Lake George Charter School