

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

All Board members and the Director are to use the 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 they are 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 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, a new contract will be written and all areas of the contract will be discussed for strengths and weakness in the performance of the Director.

If any of the three {3} Conditions of Employment are not meet, the contract will not be renewed and a search will be planned for the rest of the year to hire replacement. The Director is expected to continue on through the end of the contract year, 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 Board the salary for the next year and he shall be the lead person negotiating the renewal contract. It is the goal of the 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**

**Rationale: Reformatted and update during Policy review 2014–2015  
2015 removal of number numbered GP 6 doc 3 new Charter Contract  
authorizer**

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