

CEI Evaluating the Director

CEI

The board of directors shall adopt an evaluation system that provides a basis for formal evaluation and for any informal discussions of the director's performance. The system shall include the evaluation form to use and the process necessary to complete the form.

The board of directors shall evaluate the director using the evaluation form in accordance with current legal requirements for the first four years of employment and annually thereafter. The director shall use the evaluation instrument as a self-evaluation instrument before the board of directors' evaluation.

The director's evaluation shall be confidential and be made available only to the board of directors, the director, and others as provided by law. The evaluation instrument shall be on file at the interlocal office with the clerk. Current evaluation procedures and policies shall be filed with the Kansas State Department of Education. Any revisions in the evaluation system shall include input from the director.

Purpose of Director Evaluation

The board of directors' evaluation of the director's performance shall accomplish the following:

- Provide an opportunity for the board of directors and director to meet and discuss the director's performance and the interlocal's management;
- Review, clarify and discuss the immediate and long-term goals for the interlocal and the director;

CEI Evaluating the Director (See GBI)

CEI-2

- Establish, discuss and clarify the major functions, responsibilities and roles of the board of directors and the director;
- Encourage a good working relationship between the board of directors and the director;
- Encourage and recognize good administrative performance;
- Improve the director's leadership performance and interlocal management by suggesting areas of responsibility and operating techniques that may be strengthened; and
- Establish reasonable standards for the director's continued employment.

Evaluation Procedures

The following procedures shall be used to evaluate the director's performance:

The board of directors shall schedule an executive session at least two times each year to evaluate the director's performance.

Additional executive sessions may be scheduled during the year to discuss the interlocal's management and the director's performance.

The director shall make a mid-year and an end-of-year goals progress report and, if the board of directors requests them, periodic reports on the interlocal's operation.

The director's performance evaluation shall be based on the following:

1. Responsibilities defined in the director's job description; and
2. Board of directors/director developed performance goals and objectives.

CEI Evaluating the Director

CEI-3

Each board of directors' member shall complete and submit an evaluation form to the board president. At an executive session, the president shall allow time for necessary discussion then help the board of directors develop a summary of individual board member responses. The summary shall use the same format as the individual board member's evaluation forms. The board president shall sign the summary. The board of directors shall review the summary with the director in an executive session.

After the evaluation is complete, all individual evaluation forms shall be destroyed. The summary document and any written response from the director shall be maintained in the director's personnel file.

Adopted: Interlocal Board #638, Butler County, KS - 1/25/2016