

Lewis Center for Educational Research

**BP 2140: ADMINISTRATION
 EVALUATION OF THE PRESIDENT/
 CHIEF EXECUTIVE OFFICER**

Adopted: September 5, 2002

**Revised: June 8, 2015
 August 12, 2019**

The Board of Directors ("Board") for the Lewis Center for Educational Research ("LCER") believes that an annual evaluation of the President/Chief Executive Officer's ("CEO") performance serves to monitor and measure the organization's progress toward established goals and objectives and strengthens working relationships between the CEO and the Board. The Board's evaluation shall provide commendations in areas of strength, provide recommendations for improving effectiveness, and serve as a basis for making decisions about salary increases and/or employment agreement renewal.

Performance Criteria:

Every year, the Board and CEO shall engage in strategic planning to establish a limited number of goals, objectives and strategies, which shall be used to rate and evaluate the CEO's performance.

Evaluation Process:

The Board and CEO shall annually consider what evaluation method(s) will best serve the LCER and agree on the specific written instrument to be used. Prior to the evaluation, the CEO shall be responsible for preparing and distributing to the Board for its review a progress report that contains a summary of progress toward Board goals and objectives, the CEO's self-appraisal of accomplishments and performance, and a review of action taken to address any Board recommendations from the previous evaluation. The Board shall also review the CEO's current employment agreement, job description and any relevant Board policies.

Each Board member shall independently evaluate the CEO's performance using the agreed upon evaluation instrument. The Board shall meet in closed session to discuss all Board members' ratings and comments for each performance criteria. The Board Chairperson or designee shall bring the Board to consensus on a rating and narrative to support each performance criteria and overall evaluation. The Board Chairperson or designee shall then provide an Evaluation and Summary Report to the CEO. Prior to the next regularly scheduled Board meeting, the CEO shall have the opportunity to review and discuss the Evaluation and Summary Report with the Board Chairperson or designee. The Board shall meet with the CEO in closed session of the regularly scheduled Board meeting to discuss the Evaluation and Summary Report. The CEO shall have the opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance to be considered by the Board. After considering the CEO's response, the Board shall reach a decision to be reflected on a final Evaluation and Summary Report, if needed. The CEO and Board Chairperson will sign the final Evaluation and Summary Report. The CEO will have the right to attach a written response to the evaluation. The CEO shall place the evaluation in his/her personnel file.

Additional evaluations may be arranged at any time during the school year at the request of either the Board Chairperson or the CEO.