

**EVALUATION COMMITTEE REPORT**  
**& RECOMMENDATION TO THE BOARD OF TRUSTEES**  
**FOR EXECUTIVE DIRECTOR EVALUATION 2009**

5/27/09

By the terms of his 3-year contract, Bob requested an evaluation be done of him in the position of ED by the end of the first 10 months of his first year and on or about April 15<sup>th</sup> of each year thereafter.

The evaluation committee was comprised of all non-student, non-staff members of the board of Trustees. Five of the ten members participated in the March 2008 evaluation of the Executive Director and therefore had knowledge of the specific results of that evaluation. (It was agreed that this should have been included in the personnel file available for review by committee members)

This year's review included the following:

1. A Self-evaluation done by the executive director in narrative form which would include professional development done during the year, distributed to the committee members on April 21 2009.

2. Evaluation tools distributed April 7 2009 , which included the executive director job description to be completed by the members of the following groups:

All Board Members, except for the two teachers who were included under Administration or Staff.

Administration – Director of Curriculum and Instruction, Business Manager, Production Manager, Guidance Department, two teachers from the board and two others selected by the Executive Director.

Three Parents

Committees – Finance, Technology, Facilities, Friends of PVPA, Admissions and Diversity

3. A review of the personnel file by all evaluation committee members prior to the committee meeting 4/29/09
4. An objective measures review (This is a review as to whether or not documents were filed, distributed, etc.)

Note: Not all evaluation tools were returned for a variety of reasons. The committee might be better served in the future to do the intake of evaluation tools as an interview process with the committee.

**RESULTS**

**Self-Evaluation**

Bob's self evaluation covered the beginning of the school year to the present. The information from the last evaluation ended in March 2008. Although he was not directly instructed to cover the period from the last evaluation to the present date, it was implied. Consequently no mention was made of any problems encountered during the period April 2008 through August 2008 or what corrective action if any was taken.

## **RESULTS (Continued)**

Evaluation Tools covered the following areas:

- Leadership – Bob's self evaluation identifies this area as his strength, The majority of responses were meets expectations to needs improvement
- Professional Conduct – In this area most respondents cited meets expectations.
- Organizational Management – Again the majority of respondents cited meets expectations to needs improvement
- Policy and Governance - This is the area Bob scored highest attaining better scores in two of the 7 topics.
- Human Resource Management – The scores again cited that this is an area where Bob meets expectations or needs improvement.
- Facilities and Equipment – This area carried scores on average Bob meets expectations.
- Safety – This area on average carried scores that Bob meets expectations.
- Communication and Community Relations – Bob scored well in one of the fifteen questions in that he demonstrates effective communication skills. Again the average came in at meets expectations.

Overall – Scoring (1) high to (5) low. The parent group of respondent(s) scored Bob as a 1. Two groups overall score was a 2 and three groups overall scores were between a 3 and 4.

The Objective Measures review did not cite any deficiencies in financial submissions. There were, however a few question marks in the instances where the responsibility had been delegated to others so the assumption was it must have been done. It did not appear that there were any control/oversight mechanisms in place to ensure things were done or a review of what was done.

### **FINAL COMMENTS**

The Executive Director continues to need improvement in a variety of critical areas. There are concerns that the disciplining of students has been delegated to another and that this dynamic is troublesome. As in the past, there continues to be concern about his fiscal and human resource management. In addition, he continues to require a great deal of supervision and training as he identified in his self evaluation. A different board president would not be available for such hands on supervision. The team meetings mark improvement and show an effort to work with a team. As in the past the executive director excels in his communications ability with the public and he continues to be popular with the students and parents.

### **RECOMMENDATION OF THE EVALUATION COMMITTEE**

The unanimous recommendation from the evaluation committee is as follows:

The contract with Robert Brick is not to be renewed and that this recommendation is to be voted before June 30, 2009.

Evaluation Review Committee

Paul Weinberg, Jean Baxter, Dorie Shallcross, Frank Sansom, Sarah Sansom, Leslie Fisher-Katz, Stoney Cantler, Mary Clare Powell, Deirdre Arthen and Bailey Jackson.