

HASTINGS PUBLIC SCHOOLS FOUNDATION

EXECUTIVE DIRECTOR APPRAISAL PROCESS AND INSTRUMENT

PROCESS

1. At, or before, the June Foundation Board Meeting, each Board Member will receive the appraisal instrument. Each Board Member will complete and return the appraisal instrument to the Board Chair as directed.
2. In order to ensure the ability to complete the appraisal in a timely manner, the Board Chair will set a deadline for individual appraisals to be submitted and may exclude any individual appraisal that is not submitted on time.
3. The Board Chair will compile the individual evaluations. A “majority rule” methodology will be used to determine the summarized Board rating and comment.
4. At the Executive Director’s request, all individual board evaluations and comments will be made available for his/her review.
5. At the July Board Meeting, the Board Chair will meet with the Board in closed session to discuss the summary appraisal.
6. The Board Chair will meet with the Executive Director prior to the August Meeting of the Board to discuss the summary appraisal.
7. If the Executive Director is in his or her first year of service as the Executive Director, the Board will provide the Executive Director with written appraisal feedback sometime during the first three months of employment. This initial employment appraisal will be followed with a second appraisal that, to the degree possible, follows the guidelines provided by Items 1-6 above.
8. The Foundation Board may provide the Executive Director with additional appraisal feedback at a time and in a manner determined appropriate by the Board.

**HASTINGS PUBLIC SCHOOLS
EXECUTIVE DIRECTOR APPRAISAL**

DIRECTIONS: *Each member of the Foundation Board is to use the following scale to provide the Executive Director with appraisal feedback:*

3 = *Unsatisfactory*

2 = *Satisfactory*

1 = *Exceeds*

0 = *Insufficient Data*

Board members are to score each indicator AND each dimension.

DIMENSION: LEADERSHIP _____

_____ Develops and implements strategies aimed at promoting the organization's mission.

_____ Implements the objectives of the organization's Strategic Plan and attains the goals of the organization.

_____ Provides reasonable coordination between the goals of the Hastings Public Schools and the efforts of the Hastings Public Schools Foundation.

COMMENTS (IF ANY):

DIMENSION: ADMINISTRATION _____

_____ Establishes and maintains adherence to the organization's daily activities, policies, and legal guidelines.

_____ Directs, revises as necessary, and carries out the HPS seasonal activities.

_____ Implements and monitors established HPS Foundation Programs on an annual basis.

_____ Provides effective daily oversight of financial transactions with a working knowledge of the legal requirements for managing a 501(c)(3) nonprofit organization.

_____ Directs and oversees investments and fundraising efforts.

_____ Provides leadership, guidance, and coaching to collaborative Foundation staff.

_____ Devises remedial actions for any identified issues and engages in crisis management when necessary.

COMMENTS (IF ANY):

DIMENSION: RELATIONSHIPS _____

_____ Forges and maintains relations of trust with donors, volunteers, and the Board of Directors.

_____ Performs other duties as assigned by the Board of Directors or the Superintendent.

_____ Provide effective, timely responses to donor contributions.

_____ Provide effective, detailed adherence to restricted donations (wishes of donors).

COMMENTS (IF ANY):

DIMENSION: COMMUNICATION _____

_____ Provides effective daily communication by letter, email, or voice conversations with constituents.

_____ Expands outreach and awareness through publications, social media, speaking engagements, and other means of communication.

_____ Acts as a public speaker and public relations representative of the Foundation and HPS with particular effort towards strengthening the Foundation's profile and branding.

COMMENTS (IF ANY):

OTHER COMMENTS (IF ANY):

Board Member's Signature

Date

Executive Director's Signature

Date

The signature of the Executive Director confirms that his appraisal has been discussed with the Executive Director during a conference and that the Executive Director was provided with a written copy of the appraisal. An Executive Director wishing to submit additional written information regarding this appraisal may do so separately.

Adopted: 2/9/2022

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