# ADMINISTRATION 02.14

Evaluation of the Executive Director

Each year during the May Board meeting, the Executive Director shall report to the Board of Directors concerning accomplishment of NKCES goals and objectives. The following process shall be observed:

1. The Board will adjourn to executive session based on [KRS 61.810](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/061-00/810.pdf&requesttype=krs) (1) (f) to discuss personnel matters.
2. The Executive Director shall elaborate on objectives and answer questions of Board members.
3. The Executive Director shall be excused.
4. The Board President shall lead the evaluation discussion using the following guidelines:
5. Examine whether action was initiated in accordance with the duties and responsibilities of the Executive Director as specified in policy.
6. Examine whether results were accomplished that were within the Executive Director’s control.
7. The Board President shall meet with the Executive Director to discuss the evaluation and shall prepare a written summary of the evaluation for the Executive Director’s personnel file.
8. The Board may adjust the salary of the Executive Director at the annual anniversary of the Executive Director’s contract in accordance with the evaluation.

Related Policy:

03.18

Adopted/Amended: 9/12/2012

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