

**Evaluation of the Executive Director**

1. The Executive Director shall be present during the evaluation at which time each Board member shall submit their individual evaluation of the Executive Director using the Evaluation Form D-518 or other instrument as adopted by the Board.
2. The Board chair or vice chair shall collect the evaluation forms used for this process for retention in a working file but not for retention in the Executive Director's personnel file.
3. The Board chair or vice chair shall write a Summary Report that shall be read at the next regular scheduled board meeting and for inclusion in the Executive Director's personnel file. Minority opinions will not be included in the final summary.