

DAA—Evaluation of Fiscal Management

Confidentiality

Evaluations are confidential. Any meetings of the Board to discuss the Business Manager's evaluation shall be held in executive session in accord with state statutes.

Purpose

The evaluation of the Business Manager shall be for the purpose of:

1. Promoting professional excellence and improving the skills of the Business Administrator;
2. Improving the effectiveness and efficiency of the financial management system;
3. Improving the effectiveness of the relationship between the business office and school faculty and staff;
4. Reviewing the performance of the School Business Manager against specific criteria developed by the Administrator in consultation with the Board.

Business Manager Evaluation

The Administrator shall evaluate the performance of the Business Manager annually in order to assist both the Board and the Business Manager in the proper discharge of their responsibilities and to provide the school with efficient and effective services.

The Board and the Administrator will establish procedures for the evaluation of the Business Administrator. Such procedures shall include, but need not be limited to, an informal conference with the Business Manager for the purpose of discussing his/her job performance, a written evaluation report to which the School Business Manager may add comments, and the establishment of a written plan for performance improvement and growth. The Business Manager shall be evaluated by the Administrator no later than April 30th.

Collection of Evaluation Data

Data for the evaluation of the Business Manager shall include, but not be limited to the following methods:

- Direct observation;
- Review of a document produced by the Business Manager in the performance of his/her assigned duties;
- Interviews with the Business Manager by the Administrator regarding his/her knowledge of assigned duties;
- Staff surveys;
- A review of recent annual fiscal audits; and,
- Reference to previous performance reports.