

NORTH DUPAGE SPECIAL EDUCATION COOPERATIVE (NDSEC)
132 E. Pine Avenue, Roselle, Illinois 60172
Telephone: 630-894-0490

OPERATIONAL BOARD
Operational Board Closed Session

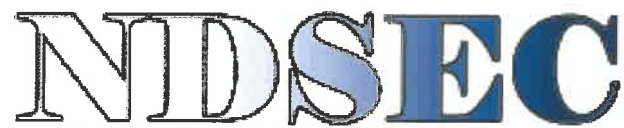
Minutes of September 9, 2019

- I. **Convene Closed Session - Time/Attendance/Reason(s) for Closed Session**
- II. **Discussion Items**
 - A. Executive Director Evaluation
- III. **Motion to Return to Open Session - Time/Roll Call**

Approved this _____ day of _____, 2023.

Dr. John Corbett, Chairperson
Dr. Jon Bartelt, Vice Chairperson

Michele Celozzi, Secretary



North DuPage Special Education Cooperative
112 E. First Avenue, Rosemont, IL 60012 | (630) 884-0450

Executive Director Evaluation 2018-2019
North DuPage Special Education Cooperative

Jim Nelson, NDSEC, *Executive Director Evaluation Form*

- I. The Chairperson of the NDSEC Operational Board provides the following documents to one Operational Board member per district for each annual evaluation of the Executive Director:
 - A. Executive Director Evaluation Procedures (i.e., this Summary).
 - B. Job Description for the Executive Director (from current Policy).
 - C. Executive Director Evaluation Form consisting of the following parts:
 - i. Part I-Job Responsibilities - Based on the Director of Special Education Standards (all Board members must complete).
 - ii. Part II-Summary of Executive Director's Previous Goals (Executive Director must complete).
 - iii. Part III- Executive Director's Future Goals and Action Plans (Executive Director must complete).
 - iv. Part IV-Evaluation Summary (to be completed by Board Chairperson in conjunction with Board and shared with Executive Director).
- II. Careful consideration should be given in assigning performance ratings, and the board members as well as the Executive Director should be familiar with the description of each rating. Because individual board members have varying degrees of first-hand knowledge of the Executive Director's job performance, it is understood that some ratings may be based on perception of ability. Just as the meaning of a letter grade on an essay may not be as clear as the comments written in the margin, *the most important part of the rating message is the narrative*. The following guidelines should be used in assigning specific ratings:
 - A. The rating of *Excellent* is intended to recognize excellence and to describe the clear strengths of the Executive Director. The narrative must include specific illustrations of Excellence related to the standards.
 - B. The rating of *Proficient* is intended to describe the Executive Director who is "doing the job". A *Proficient* rating does not require a narrative comment; however, the narrative portion may be used to describe any area of responsibility where clear potential for an *Excellent* rating exists.
 - C. The rating of *Needs Improvement* indicates that improvement is needed and must be documented with a narrative explanation outlining specific suggestions for improvement.
 - D. The rating of *Unsatisfactory* indicates that the Executive Director has failed to perform in a positive and acceptable manner relative to the standards. Examples must be documented with a narrative explanation of how the Executive Director has performed in an *Unsatisfactory* manner and suggestions for improvement.
- III. Operational Board members must complete the Executive Director Evaluation Form and return it to Operational Board Chairperson.
- IV. Operational Board Chairperson compiles input from all Operational Board members, distributes information and shares with the Operational Board to review the evaluation and summarize comments for the Executive Director.
- V. Operational Board Chairperson meets with the Executive Director to discuss the evaluation and determine salary/benefits for the following year.

PART I – Primary Duties and Responsibilities

A. GOAL DEVELOPMENT AND IMPLEMENTATION: *Facilitating a Vision of Educational Excellence* -The competent executive director of special education is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of educational excellence that is shared and supported by the cooperative community.

Sample Performance Indicators:

1. Sets goals and priorities, and obtains and organizes financial, human, and material resources necessary for improving student achievement.
2. Articulates and promotes a nurturing and high-performing culture and climate with high expectations for excellence in teaching and student learning.
3. In collaboration with all stakeholders, develops, communicates and implements a collective vision of comprehensive improvement.
4. Engages in activities that form and implement educational programs, policies, plans, and actions to realize the cooperative's vision and achieve the cooperative's goals.
5. Gathers, analyzes and uses data for decision-making.
6. Monitors implementation and performance of plans and goals and makes recommendations for changes necessary for success.
7. Monitors, evaluates, and revises the organizational vision, mission, goals, and implementation plans regularly and communicates results to Board, staff, member districts and community.

District Superintendent	Summary Rating	Supporting Evidence / Additional Comments / Suggestions
Jon Bartelt	Proficient	The only evidence I have to provide a lesser rating is the data that was not shared as a result of negotiations until a tentative agreement was reached.
Craig Benes	Excellent	Excellent at vision and setting a culture of learning and excellence.
John Butts	Excellent	Jim has goals approved by the Operations Board, provides frequent updates and maintains his focus.
John Corbett	Excellent	
Melissa Kaczowski	Excellent	Jim has maintained clear goals and priorities for NDSEC. These goals and priorities have directly impacted: • the culture of NDSEC staff and administration is now anchored in high performance and high expectations for teaching and learning • alignment is evident throughout the NDSEC organization in terms of programs, supports and services that are offered to member districts • data is used to drive decisions and prioritize resources
John Langton	Excellent	Jim is organized and follows his clear vision for developing and prioritizing goals for our Cooperative.
James Ongtengco	Excellent	Jim has done an excellent job assisting me, Director of Special Ed, TLC coordinator, and Fenton's sped staff in regards to special ed services.
Lynn Panega	Proficient	
Jim Stelter	Excellent	I really appreciated Jim's work on aligning the goals with the key stakeholders at NDSEC. I also enjoy seeing the quarterly updates on the successful kid programs at the Board meetings. Jim is very effective at gathering, analyzing and using data for effective decision-making.

B. EDUCATIONAL LEADERSHIP: *Learning Environment and Instructional Program* -

The competent executive director of special education is an educational leader who promotes the success of all students by advocating and nurturing a constantly improving learning environment and an instructional program based upon educationally sound principles of curriculum development and modifications, learning and teaching theory, and professional development.

Sample Performance Indicators:

1. Designs and implements procedures and instruments for evaluating the cooperative's programs and services and manages process for improvements.
2. Promotes staff development activities to enhance the learning environment and the instructional programs.
3. Engages in activities that use best practices and sound educational research to promote improved instructional techniques, intervention strategies, and specialized curricular materials.
4. Evaluates the effectiveness of programs by monitoring student progress and directs modifications where necessary to ensure high student achievement.
5. Promotes the appropriate use of technology to enhance students' learning and staff's professional growth as well as internal and external communication.
6. Facilitates and engages in activities that connect educational standards to specialized instructional services.
7. Develops opportunities for collaboration of staff and outside agencies in providing services to students and families.
8. Provides leadership, encouragement, opportunities and structure for all staff to continually design more effective teaching and learning experiences for all students.

District Superintendent	Summary Rating	Supporting Evidence / Additional Comments / Suggestions
Jon Bartelt	Excellent	The Connections Conference has really developed well in the last couple of years.
Craig Benes	Excellent	Exceptionally strong clinically with teaching and learning.
John Butts	Excellent	Instructional program is clearly Jim's focus - much appreciated. I see continuous improvement.
John Corbett	Proficient	
Melissa Kaczowski	Excellent	• Clear improvement processes are in place to address programmatic needs • Staff development is robust and aligned to the priorities of NDSEC as well as the needs of member districts • Specialized programs are more aligned to best practice methodologies relevant to the eligibility of the students served in the programs
John Langton	Excellent	Jim maintains a strong focus on the development of every child. All Cooperative employees maintain a similar focus because of his leadership.
James Ongtengco	Excellent	
Lynn Panega	Proficient	
Jim Stelter	Excellent	I find Jim's focus and work on building opportunities for collaboration of staff and outside agencies exemplary. This increases our level of effective services for both students and families.

C. REGULATORY FOUNDATIONS: *Knowledge of Laws, Regulations, and Professional Ethics*

- The competent executive director of special education has a thorough knowledge of federal and state statutes affecting the education of students with disabilities.

Sample Performance Indicators:

1. Ensures the cooperative's compliance with all federal, state and local laws and regulations affecting special education.
2. Provides leadership to member districts to operate within the framework of policies, laws, and regulations enacted by local, state, and federal authorities and professional ethical standards affecting special education programs and services.
3. Articulates and protects the legal rights and responsibilities of students, staff, and parents/guardians.
4. Engages in activities that shape public policy to provide high-quality education for students with disabilities.
5. Demonstrates decision making skills that take into account the legal, moral, and ethical implications of policy options and political strategies.
6. Develops a collaborative relationship with administration and staff to implement policies to promote behavior and professional practices consistent with high ethical standards.

District Superintendent	Summary Rating	Supporting Evidence / Additional Comments / Suggestions
Jon Bartelt	Excellent	Policies are regularly updated and legal issues are addressed in an appropriate priority level for NDSEC and the member districts.
Craig Benes	Proficient	
John Butts	Excellent	
John Corbett	Proficient	
Melissa Kaczowski	Excellent	• The NDSEC Leadership Team is very knowledgeable about compliance matters and routinely evaluates the degree of compliance present • Prompt response if given to any compliance matters that surface both in the cooperative and with member districts • Jim anchors his conversations and facilitation of meetings to legal, moral and ethical standards/requirements
John Langton	Excellent	Jim is familiar with current special education requirements and laws. He serves as a resource for our school district.
James Ongtengco	Excellent	
Lynn Panega	Proficient	
Jim Stelter	Excellent	Jim demonstrates sound decision making skills that take into account the legal, moral, and ethical implications of policy options for NDSEC.

D. SPECIAL EDUCATION: *Identification of Students and Provision of Services* -

The competent executive director of special education has a thorough knowledge of identification procedures, service delivery models, and assistive technology for students with disabilities.

Sample Performance Indicators:

1. Ensures that all cooperative programs and services are in compliance with all federal, state and local laws and regulations.
2. Provides member districts with an array of services and a continuum of programs to support their LRE efforts for students with disabilities.
3. Facilitates and engages in activities that promote public awareness, sound screening practices, and early identification of students with disabilities.
4. Develops and provides staff development in the use of effective intervention strategies for instructional staff.
5. Develops programs and services to support students with both low and high incidence disabilities.
6. Ensures that the Individualized Education Programs and instructional practices of the cooperative operated programs are linked/aligned to the Illinois Learning Standards and moving toward alignment to the Common Core Standards.
7. Ensures that parents' and students' rights regarding evaluation, eligibility, services, and discipline are disseminated, understood and implemented.
8. Supports the use of assistive technology for students with disabilities and the identification of resources for assistive devices.
9. Provides leadership on lawful and appropriate strategies for discipline of students with disabilities.

District Superintendent	Summary Rating	Supporting Evidence / Additional Comments / Suggestions
Jon Bartelt	Excellent	
Craig Benes	Excellent	
John Butts	Excellent	
John Corbett	Excellent	
Melissa Kaczowski	Excellent	Jim has served as a resource to D12 regarding #7 numerous times this past year. He has supported our teams with improving their co-teaching model and is highly regarded as someone who can give critical feedback and someone who will provide guidance to teams who are engaged in potentially litigious issues (such as mediation and due process).
John Langton	Excellent	While our school district enrolls far fewer students in NDSEC programs than other member school districts, Jim is an advocate for our students and always makes us feel that our students are important. Again, he serves as an important resource for our school district's efforts to identify, assess, and serve students with special needs.
James Ongtengco	Excellent	
Lynn Panega	Proficient	
Jim Stelter	Excellent	Jim develops programs and services to support students with both low and high incidence disabilities. The new ALS program at Blackhawk Middle School was well implemented and is doing well.

E. FISCAL RESPONSIBILITIES: *Special Education Finance* - The competent executive director of special education has a thorough knowledge of school finance procedures, understands special education funding, and demonstrates the ability to develop and manage a budget.

Sample Performance Indicators:

1. Supervises and monitors the cooperative's financial and accounting programs to best utilize limited resources, prepare and evaluate budgetary requirements and develop and monitor long-term financial strategies and plans.
2. Supervises and monitors the activities that result in the development and management of the organization's budgets and that incorporate general school financial principles and procedures.
3. Supervises and monitors the activities that result in receipt and disbursement of federal, state, and local grant monies.
4. Supervises and monitors the activities that obtain maximum reimbursement from all sources.
5. Supervises and monitors the policies, and procedures for operating and maintaining the organization's facilities, equipment, and services.

District Superintendent	Summary Rating	Supporting Evidence / Additional Comments / Suggestions
Jon Bartelt	Proficient	For the most part, great - again, the contract negotiations were conducted without priorities, especially financial, being solicited from the member districts.
Craig Benes	Excellent	Transparent and responsible with routine financial matters.
John Butts	Excellent	
John Corbett	Proficient	
Melissa Kaczowski	Excellent	Under the leadership of Jim, Reiley has flourished as the CSBO for NDSEC. Reiley has made significant improvement to NDSEC financial processes and procedures. She has also become a financial resource for member districts(Grants and reimbursements as well as supporting new requirements such as the Comprehensive District Plan)
John Langton	Excellent	NDSEC appropriately manages the Cooperative's budget as a result of Jim's leadership and oversight.
James Ongtengco	Excellent	
Lynn Panega	Proficient	
Jim Stelter	Excellent	Jim effectively supervises and monitors the cooperative's financial and accounting programs to best utilize limited resources, prepare and evaluate budgetary requirements and develop and monitor long-term financial strategies and plans. I was very appreciative of the recent return of over \$300,000 to members that was identified as carry over funds not needed.

F. ADMINISTRATION: *Management* - The competent executive director of special education is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, effective and least restrictive learning environment.

Sample Performance Indicators:

1. Appoints and supervises appropriate personnel to administer and conduct cooperative business and achieve organizational goals, including in-house staff and outside service providers such as auditing, accounting and legal.
2. Develops and manages information, data collection and accountability systems of assessing and reporting progress toward strategic and operational goals.
3. Ensures policies and rules are uniformly and fairly observed and enforced.
4. Responds promptly and effectively to issues raised regarding NDSEC operations and communicates appropriate resolutions to concerned parties.
5. Facilitates effective communications among staff and between NDSEC and its stakeholders.
6. Delegates authority and responsibility to appropriate staff members in a manner which encourages shared decision making, responsibility, accountability and increased job satisfaction.
7. Employs supervisory and performance appraisal techniques to enhance and develop the knowledge and skill base of administrative and instructional/non-instructional staff.
8. Develops structures to support professional development for all constituents of the organization, focusing on the improvement of teaching and learning outcomes.
9. Develops structures to ensure recruitment, selection, induction, and negotiation, resulting in the employment and retention of highly qualified personnel to support an effective learning environment.
10. Provides for the efficient delivery of important auxiliary services (i.e., health and nutrition, pupil transportation, risk management, security).
11. Uses organizational monitoring systems to ensure the review and implementation of policies.
12. Identifies and implements change for managerial functions that can be improved using technology.

District Superintendent	Summary Rating	Supporting Evidence / Additional Comments / Suggestions
Jon Bartelt	Excellent	
Craig Benes	Excellent	Overall excellent leadership.
John Butts	Excellent	
John Corbett	Excellent	
Melissa Kaczowski	Excellent	• Policies are thoroughly reviewed and in compliance. • Goal updates are shared and reported on • Concerns are promptly responded to and addressed • Professional development is aligned to priorities of NDSEC and member districts
John Langton	Excellent	Jim's leadership of all of the Cooperative's management functions are effective. Additionally, he consistently identifies areas for improvement and growth based on areas of need or deficit.
James Ongtengco	Excellent	
Lynn Panega	Proficient	
Jim Stelter	Excellent	Jim develops and manages information and reporting progress toward strategic and operational goals very well.

G. COMMUNICATIONS/PUBLIC RELATIONS: *Collaboration with Families and Communities* - The competent executive director of special education is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

Sample Performance Indicators:

1. Develops activities that support the organization's decision making by collecting and organizing a variety of formal and informal information from multiple stakeholders.
2. Encourages and develops ongoing communication among all stakeholders, acknowledging diverse perspectives of various interested parties.
3. Clearly articulates the organizational vision, mission, and goals to multiple stakeholders and organizations throughout the community.
4. Provides leadership for improving parent/student/community involvement in the cooperative.
5. Formulates and implements effective communication strategies of NDSEC's priorities, issues, performance and needs to the community and media.
6. Provides community service and leadership for developing a positive rapport between the cooperative and the community.
7. Provides leadership with the Board for defining Executive Director and Board roles, mutual expectations, procedures for working together and formulating policies.
8. Encourages and provides opportunities for stakeholders to be involved in NDSEC activities.
9. Cooperates with local law enforcement, civic, health and social agencies to create collaborative opportunities to address NDSEC and student needs.
10. Effectively advocates for and supports the cooperative in public forums and seeks opportunities to represent NDSEC in a positive manner.
11. Provides Board with relevant information for decision-making and maintains open and clear communications with Board members.
12. Effectively represents NDSEC in relations between area schools, state and local authorities and other parties doing business with the cooperative.

District Superintendent	Summary Rating	Supporting Evidence / Additional Comments / Suggestions
Jon Bartelt	Proficient	While open and clear communications with the Board were conducted for the most part, the failure to share the story of the negotiations process was a distinct, missed opportunity.
Craig Benes	Proficient	Communicate more to the Boards on critical issues.
John Butts	Excellent	
John Corbett	Excellent	
Melissa Kaczowski	Proficient +	• Parents and staff have ongoing opportunities for input and feedback • Consider attending a Board meeting at each member district to increase engagement with Boards beyond the governing board rep(s) • Represents NDSEC in a very positive light at the local, state and national levels • Easily accessible and responsive to communications, both formal and informal with member districts
John Langton	Excellent	Effective communication with employees and families has always been a priority for Jim and his leadership team. They are truly connected with all of the Cooperative's stakeholders.
James Ongtengco	Excellent	
Lynn Panega	Proficient	
Jim Stelter	Excellent	Jim develops effective communication strategies of NDSEC's priorities, issues, performance and needs to the community.

H. ADDITIONAL COMMENTS, SUGGESTIONS AND CONCERNS. Please note all additional comments and concerns in this section. Please feel free to identify any additional strengths or areas for improvement that were not raised in the preceding evaluation sections. Please also note any areas of the cooperative's operation that may need additional attention from the Executive Director.

District Superintendent	Additional Comments / Suggestions
Jon Bartelt	In my time on the NDSEC Board, this has been the only time which I felt excluded from important information (negotiations). This left me wondering what else I might not be receiving. My hope is that this was the result of gross oversight and does not happen again
Craig Benes	
John Butts	
John Corbett	
Melissa Kaczowski	Jim has always gone above and beyond to support D12. He has been responsive to our changing needs and is a valued partner of the district. He is well respected by D12 teams as he has engaged with them to support them during challenging situations with parents.
John Langton	Jim provides overall strong leadership of the Cooperative. The unique challenges that he faces "managing" nine Operational Board members and 9 Governing Board members sometimes results in him trying to keep everyone happy. I encourage him to maintain his focus on what is best for our students while being confident to lead, which includes guiding Board members.
James Ongtengco	Jim is doing a fine job. He has learned a lot from negotiations and from the superintendents. He is a constant professional with strong leadership skills. Jim will continue to improve in his role and improve the learning experiences of our students.
Lynn Panega	
Jim Stelter	I am honored to work Jim Nelson and the leadership team at NDSEC. He places kids first in all conversations and processes. While NEA bargaining has presented some collaboration and consensus building challenges with the board, he learned very quickly and will even be a stronger leader going forward.

PART II – Summary of Executive Director’s Goals

The following is a summary of the progress towards the completion of the Executive Director’s performance goals for the school year(s) 2018-2019.

Jim Nelson

Executive Director

Develop instructional leadership processes and tools to maximize student achievement

- Continue to facilitate the development of a consistent curriculum with fidelity that is aligned with the Illinois Learning Standards for all NDSEC programs and begin to incorporate instructional methodologies, assessments, technology, materials, and service delivery expectations to promote increased student achievement
- Engage in program development and evaluation activities
 - Observe all special education programming
 - Identify processes for future NDSEC program assessments/evaluations

Increase collaboration, partnerships, and communication; build communication tools to expand relationships with stakeholders; engage in activities that lead to the professional growth of all stakeholders

- Facilitate communication and share out and staff development activities for stakeholders. Samples include annual report, parent surveys, student surveys, district feedback surveys, NDSEC committees (finance, facility, and policy), DWC, NDSEC newsletters, NDSEC updates, profiles of NDSEC
- Facilitate parent and community offerings to support learners

Develop planning and fiscal management practices to promote organizational effectiveness and maintain effective organizational structures to ensure a strong future

- Analyze programs and services to determine appropriate needs and budget responsibilities
- Conduct analyses and evaluation of enrollment and staffing patterns of all programs
- Identify appropriate technology and data sources to improve efficiency and effectiveness of NDSEC programming and management
- Continue to assess and meet district needs for unique learners
- Monitor the impact of ISBE’s funding for special education

District Superintendent	Summary Rating	Supporting Evidence / Additional Comments / Suggestions
Jon Bartelt	Proficient	My feeling is that this would be trending toward excellent outside of the problem with negotiations.
Craig Benes	Excellent	Overall, has provided exceptional leadership to NDSEC.
John Butts	Excellent	Continue focus on student achievement
John Corbett	Excellent	Mr. Nelson provided ample evidence to demonstrate he met and in most cases exceeded his goal for the year.
Melissa Kaczowski	Excellent	Jim has a very comprehensive process for projecting and implementing a staffing plan and a Plan of Work for NDSEC. This directly impacts the budget and his ability to identify upcoming areas of concern. Filling positions is a challenge but this is directly related to contractual limitations/realities as it relates to hard to fill positions such as psychologists.
John Langton	Excellent	Based on our experiences during this past school year and after reviewing Jim's goal update and reflection, I am pleased that Jim has successfully completed his goals for this year.
James Ongtengco	Excellent	Continue to support and observe all Special Ed programming

Lynn Panega	Proficient	Jim has effectively demonstrated his abilities as an instructional leader as evidenced by the goal progress summary. He has successfully built meaningful relationships with staff, students, and member districts and maintains a philosophy of "students first." Programmatically, Jim ensures high expectations and accountability while supporting staff through training and resources. He has excellent communication and facilitation skills and has successfully built a cohesive team. He is responsive to the needs of member districts. Jim is a valued leader and ensures the vision for NDSEC is implemented with integrity.
Jim Stelter	Excellent	Jim does a nice job assessing and meeting NDSEC needs for unique learners. With his team, they are exemplary in monitoring the impact of ISBE's funding for special education.

Part III – Executive Director's Goals for 2019-2020.

The following are the Executive Director's suggested performance goals for the school year 2019-2020, which are designed to move NDSEC forward in achieving its long-term goals:

To be developed with Operational Board input towards the end of the evaluation cycle.

On June 10th the entire NDSEC leadership team is attending a full-day LIFO training. LIFO training is similar to the DISC, it allows each participants to identify their own behavioral leadership style and learn to bridge their style to the style of others to improve outcomes. I am proposing, in addition to the goals outlined in the Board Policy 6:10, creating draft goals with my Administrative Team for the Operational Board meeting on August 12, 2019 for the 2019-2020

Part IV. - Evaluation Summary

(To be completed by Board Chairperson with input from all members. Check one in each row.)

Part I – Job Responsibilities	Excellent	Proficient	Needs Improvement	Unsatisfactory
A. Goal Development and Implementation	7	2		
B. Educational Leadership	7	2		
C. Regulatory Foundations	6	3		
D. Special Education	8	1		
E. Fiscal Responsibility	6	3		
F. Administration	8	1		
G. Communications/Public Relations	5	4		
Part II – Goals Summary				
Summative Rating	7	2		

Significant Achievements:

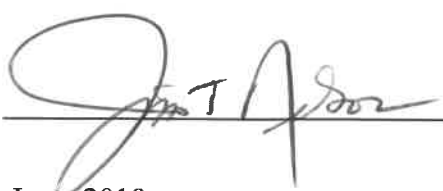
- Excellent at vision and setting a culture of learning and excellence.
- Alignment is evident throughout the NDSEC organization in terms of programs, supports and services that are offered to member districts.
- The Connections Conference has really developed well in the last couple of years.
- Clear improvement processes are in place to address programmatic needs
- Leadership of all of the Cooperative's management functions are effective. Additionally, he consistently identifies areas for improvement and growth based on areas of need or deficit.
- Effective communication with employees and families has always been a priority for Jim and his leadership team. They are truly connected with all of the Cooperative's stakeholders.

Areas for Growth:

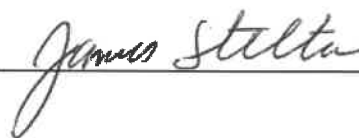
- The contract negotiations were conducted with limited priorities, especially financial, being solicited from the member districts.
- Communicate more to the Boards on critical issues.
- Consider attending a Board meeting at each member district to increase engagement with Boards beyond the governing board rep(s)
- NEA bargaining presented some collaboration and consensus building challenges with the board.

Operational Board Comments:

Executive Director Comments (optional, to be completed after summative meeting with the Board Chairperson):

Executive Director's Signature:  Date: 7-15-19

Evaluation Period: July 2018 to June 2019

Board Chairperson's Signature:  Date: 7-15-2019



NORTH DUPAGE SPECIAL EDUCATION COOPERATIVE

Jim T. Nelson
Executive Director

To: Operational Board
From: Jim Nelson
Date: August 12, 2019
Re: 2019-2020 Proposed Executive Director Evaluation timelines

December 9, 2019

Operational Board meeting- Closed Session

Review and discuss Executive Director Evaluation process and tool.

January

Historically, there has not been a NDSEC Board meeting in January. I would complete my self-evaluation/assessment, identify artifacts, author reflections, and document goal updates and progress. I am proposing to submit this information to the Operational Board via email by February 3, 2020.

February, 10, 2020

Operational Board meeting- Closed session

Review self-evaluation and documents at the Operational Board meeting.

March 16, 2020

Operational Board meeting- Closed session

Operational Board will complete Executive Director evaluation as defined in the document at the March Board meeting in Closed Session.