**4057**

**Superintendent Evaluation**

**Statement of Philosophy.** The Superintendent appraisal process is designed to be mutually beneficial to the superintendent, the Board of Education, and the patrons of the Dorchester Public School District. This process will be used to promote optimal learning experiences for the students of the District by reviewing the Superintendent’s job performance, with the ultimate goal of improving the District’s instructional and administrative leadership. The Superintendent appraisal process will be cooperative and serve as a means of ongoing communication and assistance.

**Purpose.** The purposes of the Superintendent Appraisal Process are:

1. to serve as a communication tool between the Board and Superintendent
2. to promote quality instructional programs for students
3. to promote administrator and instructional leadership
4. to identify areas for personal and professional growth
5. to recognize successful performance, and
6. to provide meaningful feedback to the Superintendent

**Dates.** The Board shall evaluate the Superintendent twice during his or her first year of employment and at least once each year thereafter. The first evaluation during the first year of employment and the yearly evaluations after the first year of employment shall occur no later than the regular November meeting. The Superintendent shall remind the Board members in writing of this provision no later than the regular October meeting, and shall make his or her evaluation an agenda item for the regular November Board meeting during each year of the contract. During the first year of employment, the second evaluation shall occur no later than the regular May meeting. The Superintendent shall remind the Board members in writing of this provision no later than the regular April meeting and shall make his evaluation an agenda item for the regular May Board meeting the first year of the contract. The Superintendent shall provide the Board members with the written evaluation instrument to be used.

**Evaluation Document.** The superintendent shall submit the approved evaluation document to the board prior to the board meeting he or she is to be evaluated. If the board decides to amend or adopt a new evaluation instrument, the board shall meet and discuss the proposed evaluation instrument with the superintendent. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the agreed upon evaluation document to the Nebraska Department of Education.

**Evaluation Procedures.** Each board member shall have the opportunity to individually evaluate the superintendent and complete an evaluation document. The board shall compile the individual evaluations into a single evaluation, provide a copy to the superintendent, and discuss it with him or her. The superintendent’s evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent’s reputation and he or she has not requested it be done in open session.

**Deficiencies.** If deficiencies are noted in the superintendent’s work performance, the board shall provide the superintendent, at the time of the observation, with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent’s education, training, and expertise and require him or her to submit a “list of suggestions for improvement” or plan of improvement for the board’s consideration.

**Personnel File.** The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent’s personnel file. The board may meet with the superintendent to discuss the written response.

**Policy Limitation.** The evaluation procedures are included in this policy as a result of the board’s statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board’s failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent’s employment, up to and including the nonrenewal or cancellation of the employment contract.

Adopted on: 7-15-13

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