

(Date)

Dear Board Members,

One of our most important functions during the year is to evaluate the performance of our Superintendent of Schools, (Name).

We each have a unique perspective on the direction of the district and his/her abilities to lead our organization. It is now time for each of us to put some thought into our perception of his/her management strategies and skills. Please use the End-Of-Year Summative Evaluation Form” as related to the Superintendent’s stated goals—and assign a rating for each goal area along with supporting evidence based on the Superintendent’s accomplishment of the approved goals.

This process is vital to the health of our district. It should be looked at as a function of the board to evaluate the superintendent in a way that leads to the growth and success of our students and district. I will summarize the responses onto the “End-of-Year Summative Evaluation Form.” A meeting will be set to review with the Superintendent the evaluation and discuss any needed clarifying information and data. Remember each of these documents is to be kept confidential.

Looking forward to working with each of you,

(Chairperson)
Austin School Board Chairperson