

The Superintendent and other licensed administrators in the District shall receive a formal, written evaluation at the end of their first year of employment and at least every third year thereafter. If an administrator's employment contract requires more frequent evaluations and/or particular types of evaluation(s), the administrator and the applicable evaluator(s) shall adhere to those additional contractual requirements. Further, beginning no later than the first year in which the District is required to use the educator effectiveness evaluation process, all principals shall be evaluated in substantial and material compliance with the educator effectiveness evaluation system for principals that the District implements pursuant to state law.

Written evaluations shall be based, at least in part, on Board-adopted position descriptions, including the administrator's job-related activities, and shall include observation of the administrator's performance as part of the evaluation data. However, nothing in this policy shall be interpreted as a limitation on the number, scope, or type of formal or informal performance evaluations that may be conducted with respect to administrators. The District may place different employees holding similar positions on different evaluation schedules and use different evaluation procedures or methods based upon, for example, the District's identification of a need for an employee to improve performance in one or more areas.

The Board of Education shall be responsible for the Superintendent's evaluation, including determining the specific criteria and procedures it will use in assessing the Superintendent's performance. The Superintendent shall notify the Board President of any required or agreed-upon dates by which his/her evaluations are to be conducted, and the Board President shall work with the Superintendent to ensure that sufficient meetings are scheduled so that the evaluation process can reach its conclusion in a timely fashion. The Board normally expects to begin an evaluation of the Superintendent's performance by no later than January of each school year and complete this evaluation in April, or at such other time consistent with the Superintendent's current contract so that a relatively recent evaluation normally precedes any decision regarding a possible contract extension or contract renewal.

The Superintendent shall be responsible for the evaluation of other administrators in the District and shall either perform those evaluations himself/herself or shall direct that those evaluations be performed by other persons who have the training, knowledge and skills necessary to evaluate licensed administrative personnel. The Board delegates to the Superintendent the responsibility for defining and implementing a systematic program of evaluation for other administrative staff covered by this policy. The Superintendent shall inform the Board of any significant changes to the District's administrative staff evaluation processes as implemented under this policy.

The Superintendent shall be prepared to present to the Board information on the performance evaluations of individual administrators any time the Board is addressing individual contract decisions regarding renewal/nonrenewal, contract extensions, individual salary determinations, and at other times as directed by the Board or as deemed beneficial by the Superintendent.

Legal References:

Wisconsin Statutes

[Section 115.415](#) [educator effectiveness; principal evaluation]
[Section 118.24](#) [administrator contracts]

Section 120.12(2m)	[school board duty to evaluate principals using DPI-developed educator effectiveness evaluation system or equivalency evaluation process]
Section 121.02(1)(a)	[school district standard; verification of licensure]
Section 121.02(1)(b)	[school district standard; professional development of employees]
Section 121.02(1)(a)	[school district standard; evaluation of licensed staff]

Wisconsin Administrative Code

PI 8.01(2)(a)	[annual certification to DPI of administrator's current license]
PI 8.01(2)(a)	[board evaluation of district administrator]
PI 34.003	[DPI's administrator standards]
PI 47	[equivalency process for educator effectiveness evaluation; principals and teachers]

Cross References:

WASB PRG 225 Sample Policy 2

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