

CEI Evaluating the Superintendent

CEI

The board shall adopt an evaluation system that provides a basis for formal evaluation and for any informal discussions of the superintendent's performance. The system shall include the evaluation form to use and the process necessary to complete the form.

The board shall evaluate the superintendent using the evaluation form in accordance with current legal requirements for the first four years of employment and annually thereafter. The superintendent shall use the evaluation instrument as a self-evaluation instrument before the board's evaluation.

The superintendent's evaluation shall be confidential and be made available only to the board, the superintendent and others as provided by law. The evaluation instrument shall be on file at the district office with the clerk. Current evaluation procedures and policies shall be filed with the Kansas State Department of Education. Any revisions in the evaluation system shall include input from the superintendent.

Purpose of Superintendent Evaluation

The board's evaluation of the superintendent's performance shall accomplish the following:

- Provide an opportunity for the board and superintendent to meet and discuss the superintendent's performance and the district's management;
- Review, clarify and discuss the immediate and long-term goals for the district and the superintendent;
- Establish, discuss and clarify the major functions, responsibilities and roles of the board and the superintendent;

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- Encourage a good working relationship between the board and the superintendent;
- Encourage and recognize good administrative performance;
- Improve the superintendent's leadership performance and district management by suggesting areas of responsibility and operating techniques that may be strengthened; and
- Establish reasonable standards for the superintendent's continued employment.

Evaluation Procedures

The following procedures shall be used to evaluate the superintendent's performance:

The board shall schedule an executive session at least annually to evaluate the superintendent's performance.

Additional executive sessions may be scheduled during the year to discuss the district's management and the superintendent's performance.

The superintendent may make a mid-year and an end-of-year goals progress report and, if the board requests them, periodic reports on the district's operation.

The superintendent's performance evaluation shall be based on the following:

1. Responsibilities defined in the superintendent's job description; and
2. Board/superintendent developed performance goals and objectives.

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Each board member shall complete and submit an evaluation form to the board president. At an executive session, the president shall allow time for necessary discussion then help the board develop a summary of individual board member responses. The summary shall use the same format as the individual board member's evaluation forms. The board president shall sign the summary. The board shall review the summary with the superintendent in an executive session.

After the evaluation is complete, all individual evaluation forms shall be destroyed. The summary document and any written response from the superintendent shall be maintained in the superintendent's personnel file.

Approved: July 14, 2004