

Evaluation of Superintendent

The Board of Education will serve as the evaluator for the superintendent. The process of evaluation will be used as a tool to improve communication and promote a better working relationship between the Board and the superintendent.

Because of the special nature of the relationship between the Board and the superintendent, procedures for evaluation of the superintendent are significantly different than those set out in the evaluation system for evaluation of other licensed personnel.

The following procedures shall be used to implement the district policy for evaluation of the superintendent:

1. Prior to the July Board meeting, the superintendent shall list the desired goals and objectives that he or she believes the school district should attain during the next five years. The superintendent shall specifically list those items which should be earmarked for the current school year. The superintendent shall provide specific suggestions for accomplishing these objectives.
2. At the August Board meeting the Board shall discuss the desired goals and objectives with the superintendent. The Board may alter, add to and/or delete items from this list. Board members shall have an agreed upon "five year plan" as well as a proposed improvement plan for the upcoming school year.
3. At any ensuing Board meeting, the Board may request that the superintendent supply information regarding the attainment of the agreed upon goals. If such a request is made, it shall be made with enough advance notice that the superintendent is able to prepare all needed documents.
4. Prior to the June Board meeting, the superintendent shall provide a written self-assessment regarding what he or she believes to be the attainment level for achieving the goals and objectives. The superintendent shall list all evidence that supports and proves the assessment.
5. At the June Board meeting, the Board shall discuss with the superintendent the achievement of the goals and objectives as provided for the school district and the superintendent. At this meeting, the Board shall provide a written evaluation report to the superintendent to include the following:
 - a. Documentation showing information collected from individual Board members on which the conclusions were based.
 - b. Specific information about the strengths and weakness in the superintendent's performance. This assessment shall be the consensus of the Board and involve the following:
 - (1) Each individual Board member's personal perception of the superintendent's performance.

- (2) Each individual Board member's assessment regarding the attainment of the goals and objectives as listed for the school district.
 - (3) Each individual Board member's determination regarding the superintendent's effectiveness in providing needed leadership, overall effectiveness of the school system, students' and patrons' perception of the school district.
- c. A written improvement plan that is specific about areas which need improvement with recommendations for improvement.

The Board and the superintendent will discuss information relating to the superintendent's performance in an executive session. A time will be designated for this purpose when all members of the Board can be present. The evaluation report shall be signed by the Board president and by the superintendent. The signature of any person on the report will not be construed to indicate agreement with the information contained therein. The report shall be placed in the superintendent's personnel file.

The superintendent shall be allowed to attach any written comments to the evaluation report.

Any suggestions for improving the performance of the superintendent, modifying Board/superintendent relationships and/or modifying the goals and objectives of the school district shall be incorporated in the documents used to initiate the next evaluation.

These regulations may be altered upon the recommendation of the district personnel performance evaluation council.

Approved: July 30, 1985
Revised: July 25, 1989
Revised: July 26, 2000
Revised: October 26, 2011