

RICHFIELD PUBLIC SCHOOLS

EVALUATION OF THE SUPERINTENDENT

In June of each year, or as soon thereafter as practicable, the school board will commence a formal evaluation of the superintendent's performance. Insofar as possible, the evaluation process shall be carried out in accordance with Administrative Guideline 303.1.

The purpose of superintendent evaluation is to promote effective management, encourage improved performance, communicate school board expectations, generate mutual understanding, and facilitate the process of planning to meet future needs. Evaluation will focus on the degree to which goals and objectives have been attained and the extent to which the responsibilities outlined in the superintendent's job description have been properly discharged.

The superintendent may be eligible for incentive pay if designated as a benefit in the current superintendent contract. Such pay, if designated and granted, will be based upon the school board's annual evaluation of the superintendent's performance. In the event of an unsatisfactory evaluation, the school board may withhold a base salary increase for any year following a year in which performance has been evaluated as unsatisfactory.

Board evaluation of the superintendent's performance will be communicated to the superintendent in writing after a conference with the board chair. The original of the evaluation report will go to the superintendent, one copy will be retained by the chair, and one copy will be placed in the superintendent's personnel file. The contents of the report are confidential and will not be released except as provided in applicable statute.

The superintendent's contract is subject to the provisions of Minn. Stat. § 123B.143 and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge. The contract shall remain in full force and effect, except if modified by mutual consent of the school board and the superintendent or unless terminated as provided by law or written resignation.

Legal references:
Minn. Stat. § 123B.143

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