

EVALUATION OF THE SUPERINTENDENT

The Board 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 certificated personnel. The following procedures shall be used to implement the accompanying policy for evaluation of the superintendent.

Prior to the Evaluation

The Board and the superintendent shall determine times in advance for establishing the criteria for review and discussing the performance of the superintendent. Criteria will relate to personal skills and measurable goals.

Information Collection

Conducting an evaluation is a matter of gathering information and then interpreting and summarizing it. Each member of the Board will be afforded an opportunity in accordance with the evaluation process to evaluate the performance of the superintendent on an individual basis.

During the evaluation process, an individual Board member may base his evaluation of the superintendent on personal perceptions of the superintendent and recall of specific information. Board members also shall refer to documents that have been prepared by the superintendent or the staff, letters or other forms of correspondence they have received or reports that have been prepared about school district activities and issues.

Information shall be collected from individual Board members in the manner described by the district's evaluation process. The process shall provide a method for synthesizing the individual views into a collective Board position, although the range of views shall be presented as a basis for discussion with the superintendent.

The evaluation process shall be based upon multiple sources of information that can be provided by members of the Board or the superintendent.

The evaluation process shall be conducted so as to observe the legal and constitutional rights of the superintendent, and no evaluation information shall be gathered by electronic devices without the consent of the superintendent.

The superintendent shall have an opportunity for self-review in relationship to the criteria employed by the Board prior to the time that the superintendent meets with the Board to discuss the results of the evaluation.

Written Evaluation Report

The evaluation process shall result in a written summary of conclusions regarding the superintendent's performance based upon the information considered in relationship to the agreed-upon criteria. The report shall include the following:

1. Specific information about the strengths and weaknesses in the superintendent's performance.
2. Documentation showing information collected from individual Board members on which the conclusions were based.
3. A written improvement plan that is specific about areas, which need improvement with recommendations for improvement.

The Board and the superintendent shall discuss information relating to the superintendent's performance in an executive session. A time shall be designated for this purpose when all members of the Board can be present.

The evaluation report shall be signed by the president of the Board and by the superintendent. The signature of any person on the report shall 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 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 district shall be incorporated in the documents used to initiate the next evaluation.

Approved June 16, 1986
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