

EVALUATION OF THE SUPERINTENDENT PROCEDURE

The purpose of the Superintendent's evaluation is multi-faceted.

1. To determine how successfully the Superintendent has carried out assigned responsibilities, as determined by the job description.
2. To establish mutually agreed upon goals and objectives.
3. To measure the overall progress of the Superintendent in accomplishing previously agreed upon goals and objectives.
4. To assess demonstrated ability in critical job functions.

The Board and Superintendent will meet and set goals and objectives for the next fiscal year, no later than the last business day in September.

No later than during the month of May, the Board and Superintendent will meet in executive session, to perform an evaluation of the Superintendent.

The performance evaluation process will include the following components to be conducted in Executive Session:

- Opportunity for the Superintendent to report-out on progress and to present a self-evaluation;
- Discussion with Board members and the Superintendent related to progress, supports, roles, and relationships;
- Opportunity for Board members to provide individualized feedback on Superintendent performance utilizing the tool agreed to by the Board and the Superintendent.

The Chair will prepare an Executive Summary, which will report the overall assessment made by the Board, providing such details as to include a concise statement of majority opinions and summarize any minority opinions.

The Executive Summary will be presented to the Superintendent, by the Chair, for the purpose of discussion.

The Superintendent will sign the Executive Summary as an indication that it has been received, read, and discussed. If so desired, the Superintendent may respond or rebut, within 15 calendar days of receipt of the Board's Executive Summary, and, in this case, copies of the Superintendent's responses and/or rebuttals will be provided to each Board member.

A copy of the Executive Summary and the Superintendent's comments (and rebuttal, if submitted) will be maintained in the official personnel file.

Cross Reference: CB - School Superintendent
 CBI - Evaluation of the Superintendent

Adopted: October 3, 2002

Revised: June 20, 2013
 August 17, 2023