



# ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

<b>PROCEDURE</b>	<b>ANWSD Superintendent Evaluation PROCEDURE</b>		
<b>SECTION</b>	<b>Board Operations</b>	<b>CODE</b>	<b>A24R</b>

*Last Updated: January 2019*

In alignment with District Policy and Superintendent contract and job description, the ANWSD Board will annually evaluate the performance of the Superintendent as outlined below.

Policy A24 Board/Superintendent Relationship states:

Annually, the Board evaluates the Superintendent’s performance. The Superintendent is accountable to the School Board for the achievement of the Board’s goals. The Board is responsible for clearly setting forth and communicating its expectations before evaluation takes place. The Board will evaluate the Superintendent’s job performance in a way that is systematic, fair, and effective.

### Feedback System for Superintendent Evaluation

The Board will solicit input about all aspects of the Superintendent job description including, but not limited to, Board & Superintendent Relationship, Policy, Business & Finance, Community Relations, Faculty & Staff Relationships, and Instructional Leadership. In addition, annual goals developed by the Superintendent in partnership with the Board, or a committee thereof, will be the basis for the evaluation. Feedback will be incorporated from core constituents through a range of data collection methods, and the exact methods will be determined by the Board, or a committee thereof, in partnership with the Superintendent. A Superintendent self-assessment, the ANWSD Superintendent Assessment Survey, and a written response from the Board, or a committee thereof, must be included as data points in the Superintendent Evaluation each year.

### Summer Summative Evaluation

A full, summative written evaluation will be completed in July-August of each year.

- 1) After Town Meeting Day, the Board will direct members to the Superintendent Evaluation Committee which will convene in June/July to update the evaluation methods and distribute solicitations for feedback to selected participants.
- 2) The Superintendent will complete and submit a self-assessment aligned with the Superintendent job description and annual goals.
- 3) The Superintendent and Board Chair will meet to discuss the Superintendent’s self-assessment and results of feedback solicited by the committee. They will agree upon areas of focus for discussion with the committee and any evidence/information that

should be available to present to the committee. They will discuss potential goals for the upcoming school year.

- 4) The Committee will read and process solicited feedback and the Superintendent self-assessment. The Superintendent will present evidence/information as needed and discuss themes for the summative evaluation with the Committee. Potential Superintendent goals for the following year will be discussed and noted.
- 5) The Board Chair will prepare a draft summative written evaluation report.
- 6) The Committee will convene again to review and approve the summative report and goals for the upcoming year.
- 7) At the next warned Board meeting or retreat, the Committee will present the summative report to the full Board in executive session. An overview report will be included in the meeting packet/minutes, which will summarize the evaluation and outline goals for the upcoming school year. The full ANWSD Board will vote to accept the evaluation report and goals.
- 8) The summative report will be printed on letterhead, signed and dated by the Superintendent and Board Chair, and filed in Superintendent personnel file.

#### Quarterly Goal Check-In

The Superintendent will report progress on annual goals to the Board Chair on a quarterly basis and will present a report to the full Board at least once per year (by February). The full Board will offer feedback at the time of this presentation.

#### Ongoing Feedback

The Board Chair will offer ongoing feedback to the Superintendent regarding performance in all areas of the job outlined above. This will be done during regular Board Chair-Superintendent meetings and the Board Chair will report any significant information to the full Board as necessary.

Board members, staff members, and community members may request a meeting with the Superintendent and/or Board Chair at any time to discuss areas of concern or feedback relative to Superintendent goals and job performance.

#### Contract Renewal Recommendation

- 1) The Superintendent Evaluation Committee will convene between the February and March Board meetings to discuss the Superintendent's performance, including evidence presented at Board meetings. At this meeting, the Committee will decide whether to recommend contract renewal.

- 2) During executive session at the March Board meeting, the full Board will hear the Committee's recommendation and authorize the Board Chair to renew (or not) the Superintendent's contract, with parameters for compensation.
- 3) If applicable, the Board Chair will meet with the Superintendent to finalize a new contract for the upcoming year.
- 4) The Board Chair will report back to the full Board at the April meeting (in executive session) the details of the new Superintendent contract.

### Superintendent Evaluation Committee

This Committee will meet three times between July-August and once in Feb/March, as outlined above. Additional meetings may be agreed upon by Committee members if necessary. The Board Chair must participate in the Superintendent Evaluation Committee.

### Suggested Timeline

March Board Mtg.	Committee members are (re)appointed.
April Board Mtg.	Chair reports to Board regarding new contract details.
June-Aug	Evaluation Committee meets a minimum of three times. <ol style="list-style-type: none"> <li>1) Update the evaluation methods and distribute to selected participants</li> <li>2) Read and process feedback and Superintendent self-assessment. Discuss potential Superintendent goals for the following year.</li> <li>3) Review and approve the summative report and goals.</li> </ol>
Aug Board Mtg./Retreat	Committee presents summative evaluation. Superintendent presents proposed goals for upcoming year. ANWSD Board votes to accept evaluation and goals.
Feb Board Mtg.	Superintendent reports on annual goals.
Feb-March	Evaluation Committee meets to discuss contract renewal, if applicable.
March Board Mtg.	Committee recommends renewal/non-renewal (if applicable). Board establishes contract parameters.