

**CEI**

**Evaluating the Superintendent**

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The board shall adopt an evaluation system that provides a basis for formal evaluation of the superintendent's performance. The system shall include the evaluation form used and the process necessary to complete the form.

The board shall evaluate the superintendent using the evaluation form in accordance with current legal requirements for the first four years of employment and annually for the term of the superintendent's employment.

The superintendent's evaluation shall be confidential and be made available only to the board, the superintendent and others as provided by law. The evaluation instrument shall be on file at the district office with the clerk. Any revisions in the evaluation system shall include input from the superintendent.

Approved: 08/09/04

**CEI-R**

**Evaluation**

**CEI-R**

Superintendent Evaluation

The evaluation of the superintendent by the board shall accomplish the following:

Provide an opportunity for the board and superintendent to periodically meet and discuss the superintendent's performance and the district's management;

Review, clarify, and discuss the immediate and long-term goals for the district and the superintendent;

Establish, clarify, and discuss the major functions, responsibilities, and roles of the superintendent and the board;

Encourage a good working relationship between the board and the superintendent;

Encourage and recognize good administrative performance;

Improve the superintendent's leadership performance and management of the district by suggesting areas of responsibility and operating techniques that may be strengthened; and

Establish reasonable standards for continued employment of the superintendent.

The following procedures shall be used to evaluate the superintendent's performance:

The board shall schedule an executive work session at least two times during the year for the purpose of a mid-year evaluation and an end-of-year evaluation of the superintendent's performance. The district's evaluation form shall be used.

Additional informal executive sessions may be scheduled during the year to discuss the status of the superintendent's performance and the district's management.

The superintendent shall make a mid-year and an end-of-year goal progress report as well as periodic reports to the board on the district's operation.

**CEI-R-2**

**Evaluation**

**CEI-R-2**

The superintendent's performance evaluation shall be based on the following:

Establish criteria which are applicable to all administrators;

Responsibilities defined in the superintendent's job description; and

Board/superintendent developed performance goals and objectives.

The board and the superintendent shall develop an evaluation form that will provide the basis for the two formal evaluations and any informal discussions on the superintendent's performance.

After the board has developed a composite rating on the evaluation form reflecting the board's consensus of the superintendent's performance evaluation, the board shall give a copy to and meet with the superintendent in executive session to discuss the district's management and the ratings on the evaluation form. During the end-of-year evaluation, the superintendent shall take informal notes which will be reviewed with the board president prior to the preparation of a letter to the superintendent summarizing the evaluation.

The board shall provide official copies of the completed end-of-year evaluation form and cover letter for the superintendent and for the district to file as a permanent record.

Approved: