

Procedure for the Evaluation of the Superintendent

The evaluation of the Superintendent will address and assess progress towards annual District goals and the attainment of the Superintendent's personal goals as set forth in the Superintendent's employment contract together with the Superintendent's performance of overall leadership skills and the management of Community High School District 99.

This evaluation process will be integrated into the District's comprehensive planning process to facilitate the continuing improvement of the entire District.

The specific process will be as follows:

- During May of each year, the Superintendent will prepare a *State of the District Report* (which will be intended for distribution to the public) and a personal self-assessment of the Superintendent's own performance which will remain a confidential personnel document. This will be provided to the board in advance of the regular July business meeting and the *State of the District Report* will be discussed at that meeting.
- At or prior to the June meeting the *Superintendent's Evaluation Input Form* together with the *District 99 Board Member Self Evaluation Input Form* will be distributed to each board member and each board member will complete these forms and return them to the Board President, a designated board member, or a consulting facilitator (excluding staff members or District employees). In completing these forms, attention will be paid to opportunities for creating synergy and the mutual facilitation of goal achievement by the board and by the Superintendent. These forms will remain confidential documents pertaining to Superintendent evaluation and board self-evaluation. The Superintendent will provide a self-evaluation document.
- The Board President, designated board member, or consulting facilitator will compile the data contained within these input forms and distribute the data to all board members including the distribution of all board member comments and performance rankings.
- In June of each year, the board will meet in closed session to conduct the annual Superintendent's evaluation consistent with this policy and, if time permits, a Board self-evaluation consistent with policies enacted for that process consistent with policy and Illinois law. The board will prepare a *Superintendent's Evaluation Report* (perhaps with facilitation from a consultant) and will meet with the Superintendent to share the report, discuss the evaluation and to discuss whether the Superintendent's personal goals should be supplemented or amended by mutual agreement for the upcoming school year.

- Subsequent to the Superintendent's Evaluation, and either in June or early July, the board will meet for a goals-setting workshop to establish the District goals on which the Superintendent will be evaluated for the current school year (consistent with board policies enacted for that purpose) and will begin preliminary planning for the following school year.
- In October and April of each school year (following the 1st and 3rd fiscal quarters) the board and Superintendent will conduct an informal discussion of District progress towards the District goals for the current year and in January of each year, the Superintendent will present a more formal report to outline progress towards District goals, as of the six month mark in the school year.