

**THE ANNUAL EVALUATION OF THE SUPERINTENDENT OF SCHOOLS
AND EXECUTIVE ADMINISTRATIVE STAFF REPORTING TO THE
SCHOOL SUPERINTENDENT**

Dynamic administrative leadership is critically important to the improvement and the effectiveness of school programs. The performance of the superintendent of schools and the central administration officials reporting to the superintendent of schools will be evaluated annually and a report rendered to the members of the Board of Education at a regularly scheduled meeting. The evaluation reports will be delivered in executive session of the Board of Education and the superintendent of schools will participate in the discussions.

An effective evaluation model begins with the collection of data and includes analyzing operations and evaluating the effectiveness of leadership. The following procedures will be observed in the evaluation process:

I. For the Superintendent of Schools

- A. Towards the end of the school year, the president of the Board of Education will meet in executive session with the board to discuss the performance of the school superintendent for the fiscal year, which will end on June 30, and an evaluation form that will be used to evaluate the superintendent, this form may be generated electronically. The Board of Education president will call for an executive session meeting in subsequent to the submission of the review forms. The Board of Education president or district clerk will compile each of the evaluations and prepare a report for the school board reflecting each school board member's evaluation.
- B. At a Board of Education meeting at the end of each year, the school board will convene in executive session to discuss with the superintendent the evaluation conducted by the Board of Education. At the conclusion of the superintendent's evaluation, the school board will review the superintendent's contract period, and establish a salary and fringe benefits package to be part of the school superintendent's contract.
- C. These procedures will be kept on file with the clerk of the district and the outcome of actions taken by the Board of Education will be printed in the minutes retained for the June Board of Education meeting and in related contract documents. Discussions held in Executive Session will be treated as confidential to the members of the Board of Education.

**The Annual Evaluation of the Superintendent of Schools and
Executive Administrative Staff Reporting to the
School Superintendent (Continued)**

II. For District Executive Staff

- A. Toward the end of each school year the superintendent of schools will meet individually with district administrators who are not members of unions for the purpose of reviewing the evaluation record during the current school year and to establish goals for the coming year.
- B. During the interviews, the superintendent of schools will be present and will review the record of each administrator and suggest goals and objectives for the coming year.
- C. When the evaluations are completed, the superintendent will present the results of the discussions regarding administrator performance and goals in an executive session convened for this purpose. The report by the superintendent will include a recommendation for salary and benefits for the next school year for each administrator reviewed.
- D. Upon receiving and discussing this information, the Board of Education will establish the salary and fringe benefits for district administrators for the following school year. The salary and benefits that are established will be commensurate with their responsibilities and with the record for the annual assessment of their performance.
- E. These procedures will be filed with the district clerk and any actions arising as a result, of the evaluation process will be recorded in the minutes of the Board of Education meeting at which the actions are authorized. Discussions held in Executive Session will be treated as confidential to the members of the Board of Education.

Policy Adopted:

August 18, 1986

Policy Revised:

January 28, 1991

Policy Revised:

September 28, 1998

Policy Revised:

October 23, 2000

Policy Revised:

May 20, 2002

Policy Revised:

May 23, 2022