Section 1-8.3. Evaluation of the Superintendent; Timeline and process for evaluation; interim evaluation by outgoing school board member — A. It is the responsibility of the School Board to maintain and improve the quality of administration and instruction in Suffolk Public Schools. One of the primary methods used in carrying out this responsibility is to work cooperatively with the superintendent of schools in improving the superintendent's effectiveness.

Annually, the superintendent of schools will provide to the School Board a work plan designed to implement the goals set for the division by the School Board. The School Board shall evaluate the superintendent after consulting (1) the uniform performance standards and criteria developed by the Board of Education and (2) the superintendent.

B. The superintendent's evaluations include:

(i) Student academic progress as a significant component

(ii) An overall summative rating

(iii) Identification of areas of individual strengths and weaknesses

(iv) Recommendations for appropriate professional activities

(v) An evaluation of cultural competency

C. Informal evaluations may also take place as the Board deems appropriate, provided that specific criteria for such appraisals be communicated to the superintendent. Each School Board member will be involved in assessing the superintendent's job performance on a continuing basis and by completing the annual evaluation instrument. Upon conclusion of the annual appraisal, the evaluation will be reviewed with the superintendent in a closed meeting of the School Board. Superintendent evaluations are consistent with the performance standards included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents.

D. The annual performance evaluation of the school superintendent must take place no later than July 30th of each fiscal year. Any discussion regarding the annual performance evaluation of the school superintendent must be held in a closed meeting of the School Board. When evaluating the performance of the school superintendent, members of the School Board are only allowed to evaluate the superintendent's performance as outlined in this policy. The chair of the School Board must provide members of the School Board with the agreed upon evaluation instrument and the school superintendent must provide members of the School Board with documentation evidence regarding the performance of the school superintendent by no later than June 30th of each fiscal year. The evaluation must be completed by members of the School Board and filed with the Clerk of the School Board by no later than 10 business days after receipt of the annual evaluation instrument from the chair of the School Board. Any member of the School Board who does not complete the annual evaluation instrument and file with the Clerk of the School Board as required by this policy will not have their evaluation considered by the remaining members of the School Board, except for good cause shown as determined by the remaining members of the School Board and this decision will be

final. At least three business days before any closed meeting of the School Board is held for the purpose of discussing the performance of the school superintendent, the school superintendent must be provided with the composite numerical evaluation score together with any written comments from members of the School Board that appeared on the evaluation instrument. All discussions will be treated confidentially by members of the School Board and school superintendent.

E. When the term of office of an elected school board member is set to expire on December 31st and the member of the school board has not been re-elected to serve for a successive term, the outgoing board member is allowed to evaluate the superintendent's performance for the then current year July thru December at the December meeting of the School Board in a closed meeting of the School Board in the following areas:

(a) Strategic Leadership

(b) Planning and Assessment

(c) Instructional Leadership

(d) Organizational Leadership and Resource Management

(e) Communication and Community Relations

(f) Culturally Responsive and Equitable Division Leadership

(g) Professionalism

Scores given by the outgoing member of the school board for the period July thru December will be averaged with scores given by the newly elected member of the school board who will be responsible for evaluating the performance of the school superintendent as outlined in this policy. (Adopted: November 10, 1994; Revised March 14, 2013; Ordinance 12/13-3; Effective Date July 1, 2013; Revised April 14, 2016; Ordinance 15/16-10; Effective Date: July 1, 2016; Revised July 12, 2018; Ordinance Number 18/19-3; Effective Date: July 12, 2018; Ordinance 22/23-29, Revised/Effective: February 9, 2023; Ordinance 23/24-2, Revised/Effective: Aug 10, 2023; Ordinance 25/26-8, Revised/Effective: August 14, 2025)

Legal Authority - Virginia Code §§22.1-253.13:5 and 22.1-60.1 (1950), as amended. Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents (Virginia Board of Education, as approved on March 17, 2022)