Section 1-8.4:1. Evaluation of School Board Clerk; Timeline and process for evaluation; interim evaluation by outgoing school board member — A. The School Board will annually evaluate the performance of the School Board Clerk. In evaluating the school board clerk, the School Board should consider the working relationship between the school board clerk and the School Board, and the overall performance of the school board clerk in carrying out assigned duties.

B. The annual performance evaluation of the school board clerk must take place no later than July 30th of each fiscal year. Any discussion regarding the annual performance evaluation of the school board clerk must be held in a closed meeting of the School Board. When evaluating the performance of the school board clerk, members of the School Board are only allowed to evaluate the clerk's performance as outlined in the evaluation instrument. The chair of the School Board must provide members of the School Board with the agreed upon evaluation instrument. The evaluation must be completed by members of the School Board and filed with the Chief Financial Officer for Suffolk Public Schools 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 Chief Financial Officer for Suffolk Public Schools 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 board clerk, the school board clerk 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 board clerk.

C. 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 performance of the school board clerk for the then current year July thru December at the December meeting of the School Board in a closed meeting of the School Board. 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 board clerk as outlined in this policy. (Adopted: November 10, 1994; Ordinance 25/26-10, Revised/Effective: August 14, 2025)

Legal Authority –Virginia Code § 22-1.82.