

RECOMMENDED

CAAB - SUPERINTENDENT EVALUATION PROCEDURE

Purpose and Evaluation Standards

The Board shall evaluate the Superintendent as a collective governing body. The purposes of the evaluation are to assess the superintendent's performance, provide clear and constructive feedback, recognize effective performance, identify areas requiring improvement, and monitor progress toward board-approved district goals.

At the beginning of each evaluation cycle, the Board and Superintendent shall review the superintendent's job description and establish or confirm the superintendent's annual goals, performance expectations, expected evidence, and evaluation timeline.

The Board shall adopt an evaluation instrument reasonably related to the superintendent's job description, employment contract, statutory duties, board policies, district strategic priorities, student outcome goals, and any recommendations contained in prior evaluations. The instrument shall contain a clearly defined rating scale and shall identify which rating or ratings constitute unsatisfactory performance for purposes of state law.

Establishment and Monitoring of Goals

At the beginning of each evaluation cycle, the Board and Superintendent shall review the superintendent's job description and establish or confirm the superintendent's annual goals, the board's performance expectations, the evidence that will be used to evaluate progress, and the schedule for monitoring the superintendent's performance.

The Board shall monitor progress toward established goals at reasonable intervals throughout the year. Before each formal evaluation, the Superintendent shall provide the Board with a written progress report or self-evaluation addressing progress toward Board-approved goals, evidence supporting that progress, actions taken in response to recommendations contained in the prior evaluation, and any circumstances materially affecting the Superintendent's performance or the district's progress.

When reasonably possible, material performance concerns should be communicated to the Superintendent as they arise so that the formal evaluation is not the first time the Superintendent learns of the concern.

Formal Evaluation Schedule and Process

The Board shall complete a written evaluation of the superintendent's performance on or before November 15 of each year and a second written evaluation on or before March 15 of each year.

As part of each evaluation, the Board shall meet with the Superintendent to discuss the superintendent's performance, approve a final written evaluation report, provide the Superintendent with a copy of the report, and direct that the report be placed in the Superintendent's personnel file.

When the Board finds the superintendent's performance unsatisfactory in any area, the final evaluation report shall contain specific findings supporting the rating and recommendations for improvement.

Distribution and Completion of Individual Evaluations

The Board President shall schedule a properly noticed board meeting sufficiently in advance of each statutory deadline. Before the meeting, the Board President shall distribute the board-approved evaluation instrument to each board member, establish a deadline for completion, and collect the completed instruments through a district-approved process.

Board members shall complete their evaluations independently and base their ratings and comments on the board-approved performance standards and relevant evidence.

The Board President, the board president's designee, or district-approved evaluation system shall compile the individual ratings and comments into a draft evaluation summary which shall be provided to the Board and Superintendent before the evaluation meeting.

Board Evaluation Meeting and Unanimous Ratings

At a properly noticed open meeting, the Board shall finalize the evaluation. The Board shall review each performance area, determine whether a discrepancy exists among the individual board member ratings, resolve any discrepancy, adopt the comments to be included in the final evaluation, and adopt any findings and recommendations required for an unsatisfactory rating.

When all participating board members rate the Superintendent satisfactory or unsatisfactory in a particular performance area, no discrepancy exists concerning the rating. The satisfactory or unsatisfactory rating shall be carried forward into the final evaluation without a separate motion or vote to resolve or clarify the rating.

For areas unanimously rated satisfactory, the Board shall review the comments proposed for that performance area and shall adopt the comments to be included in the final evaluation. The comments may be adopted through a separate motion, together with comments for other performance areas, or as part of the motion approving the final evaluation.

For areas unanimously rated unsatisfactory, the Board shall, however, adopt specific findings detailing the facts and performance concerns supporting the unsatisfactory rating. The Board shall also adopt specific recommendations for improvement. The

findings and recommendations shall be approved by motion, second, and roll call vote. The findings, recommendations, and related comments may be approved in one motion or in separate motions.

Performance Areas with Divided Ratings

A discrepancy exists when at least one participating board member rates the Superintendent satisfactory in a particular performance area and at least one participating board member rates the Superintendent unsatisfactory in that same area. The Board shall discuss the differing ratings and determine whether the board's final rating for the performance area will be satisfactory or unsatisfactory. The discrepancy shall be resolved through a motion stating the proposed final rating, a second to the motion, and a roll call vote. The rating approved by a majority of the Board shall become the Board's final rating for that performance area.

If the Board determines that the final rating is satisfactory, the Board shall review and adopt any comments to be included in the final evaluation. If the Board determines that the final rating is unsatisfactory, the Board shall also adopt specific findings detailing the facts and performance concerns supporting the unsatisfactory rating and specific recommendations for improvement.

Approval of Final Evaluation

After reviewing all performance areas, resolving any divided ratings, adopting the comments, and adopting all findings and recommendations required for unsatisfactory ratings, the Board shall approve the final written evaluation by motion, second, and roll call vote.

The final evaluation shall identify the board's rating in each performance area, the board-approved comments, the specific findings supporting each unsatisfactory rating, and the recommendations for improvement associated with each unsatisfactory rating.

Only the final written evaluation approved by the Board constitutes the board's official evaluation of the Superintendent.

The Superintendent shall be given a reasonable opportunity to respond to the board's evaluation and ask questions concerning the board's expectations. The board's discussion with the Superintendent may occur before the final vote, after the final vote, or through a combination of discussion before and after the vote, provided that the Board meets with the Superintendent as part of the evaluation process.

Final Report and Written Response

After board approval, the Board President shall promptly provide the Superintendent with a copy of the final evaluation report and direct that a copy be placed in the Superintendent's personnel file. The Superintendent may submit a written response to

the evaluation. The District shall place the superintendent's written response in the personnel file with the evaluation report.

Records

Evaluation instruments, individual board member submissions, draft summaries, final reports, written responses, and supporting materials are district records and shall be maintained, retained, and disclosed in accordance with applicable law and the district's records retention policy. Evaluation documents should avoid unnecessary personally identifiable student information, confidential employee information, or other information protected from disclosure by law.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- CAAA-E, Superintendent Job Description
- CAAB-E1, Sample Motion for Superintendent Evaluation
- CAAB-E2, Superintendent Evaluation Timeline

End of Hope-Page Policy CAAB Adopted:

10/14/2026