
SHOOL DISTRICT
BOARD OF EDUCATION POLICY

SAMPLE - *modify as needed*

EVALUATION OF THE SUPERINTENDENT

(Adopted _____, 20__)

The Board of Education believes that student growth, District progress, and community satisfaction is all affected by the Superintendent's job performance. The Superintendent cannot function effectively without periodic feedback about his/her performance. Therefore, the Board recognizes its responsibility to evaluate the Superintendent in a confidential manner. The Board will evaluate the Superintendent in executive session according to standards agreed upon by both parties. The intent of the evaluation is to provide the highest quality leadership for the school system.

The Superintendent shall be evaluated annually to document his performance. The evaluation will state the Superintendent's strengths and weaknesses in: 1) meeting his job description; and 2) progress toward mutually agreed upon goals set each school year. The results of the evaluation will be the primary consideration in determining his salary and benefits for the following school year.

GUIDELINES

1. As a foundation for an evaluation based on performance:
 - a. The Board will adopt a job description for the Superintendent.
 - b. The Superintendent will prepare goals for the year no later than August 31.
 - c. The Board will approve the goals established by the Superintendent by September 30.
 - d. The approved goals will be supported by the budget.
 - e. The Board and Superintendent will retain the flexibility to adjust the goals to respond to district needs during the school year.
 - f. The (checklist-rating scale inventory and narrative sections of the) evaluation instrument will be reviewed, and modified if necessary, by the Board and Superintendent together no later than October 31.
2. The Superintendent evaluation will be completed annually by November 30.
3. The evaluation instrument will include an inventory and narrative section.

The procedure for utilizing the inventory and narrative evaluation document is as follows:

- a. Before evaluation takes place, and no later than the second week in October, each board member will review this policy, the job description for the Superintendent, the mutually agreed upon goals established for the Superintendent, the previous year's evaluation of the Superintendent and the evaluation document. In October, in an executive session, the Superintendent will provide the Board with a review of his progress toward the agreed goals.
- b. Each board member will use all the above information to individually evaluate the Superintendent during the month of November.
- c. The Board as a whole will review the individual board member evaluations. The Board as a whole will construct a composite evaluation from the responses. The Board President will retain all individual evaluations for six months, after which they will be destroyed.
- d. The Superintendent and all board members will be given a completed copy of the composite evaluation no less than five days before the executive session in December at which the document will be approved. Before approval, board members will be allowed a final opportunity to react to the composite evaluation in the absence of the Superintendent.
- e. After the signing of the composite evaluation, the President and Vice President of the Board will meet with the Superintendent and review the Board approved evaluation. One copy of the signed composite evaluation will be placed in the Superintendent's personnel folder, one copy will be retained by the District Clerk, and all other copies will be collected and destroyed by the President of the Board.
- f. The Superintendent will be given the opportunity to attach written comments to the approved composite evaluation up to ten days after the review meeting with the President and Vice President.
- g. The Board and Superintendent will negotiate an appropriate salary and benefits compensation based upon the annual composite evaluation of the Superintendent.