

EVALUATION OF THE SUPERINTENDENT

The Committee will evaluate the performance of the Superintendent as a regular and scheduled activity. The primary purposes of the evaluation will be to continually improve administrative leadership, to strengthen the working relationship of the Committee and Superintendent's governance team, and to assist the Board in reviewing issues associated with the Superintendent's employment.

Guidelines

- A. The Superintendent should be involved in developing the evaluation form and standards or reviewing the existing evaluation form and standards.
- B. The evaluation(s) should be at a regularly scheduled time and place in an executive session in which all Committee members are present.
- C. The Superintendent should prepare for the evaluation by conducting a self-evaluation.
- D. The Committee should prepare for the evaluation as follows:
 1. Committee members will submit individual written assessments to the Chair, using the evaluation form and standards, with supporting comments giving specific examples related to conduct and/or performance.
 2. The Chair will develop a composite/summary evaluation from members' written opinions.
 3. The Committee will meet in executive session to review the composite/summary evaluation and materials related to the Superintendent's performance. The Superintendent may be invited to, or excluded from, this session at the Committee's discretion.

(Note: The Superintendent must be present for any discussion that may lead to or result in allegations, charges or investigation of misconduct.)

- E. The Committee will meet with the Superintendent in executive session to review the evaluation:
 1. The Committee as a whole will meet with the Superintendent to discuss the evaluation, which should include the composite/summary of individual Committee members' written assessments as agreed upon by the Committee.

2. The evaluation should include a discussion of strengths as well as areas identified for improvement.
 3. The Committee's evaluation should be supported by specific examples of the Superintendent's conduct/performance, and should represent the perspective of the majority of the Committee.
 4. The Superintendent shall be given the opportunity to provide feedback to the Committee regarding his/her perceptions of the working relationship between the Superintendent and the Committee and other issues the Superintendent identifies as relevant to his/her job responsibilities and performance.
- F. The Committee will meet in executive session to discuss issues such as compensation, benefits, and extension of contract which are directly related to the Superintendent's evaluation and employment. The Superintendent may be invited to, or excluded from, this session at the Committee's discretion.
- G. The Committee will meet with the Superintendent in executive session to discuss compensation, benefits, extension of contract and other matters relevant to the Superintendent's employment.
- H. Following the completed evaluation process, the Committee Chair shall provide the Superintendent with a written summary of the key elements of the evaluation review.

Performance Objectives

Using the Superintendent's evaluation(s) for the year and the priorities established by the Committee, the Committee and the Superintendent will establish mutually agreed upon and clearly understood performance goals for the ensuing year prior to November. Progress toward these goals will be included as part of the next Committee evaluation of the Superintendent.

Cross Reference: BDD – Board-Superintendent Relationship
 CB – School Superintendent
 CB-R – Superintendent Job Description

Adopted: April 17, 2003