

## SUPERINTENDENT EVALUATION MOTIONS

Instructions: A motion and roll call vote is required for each of the six performance areas on the superintendent evaluation. School boards should not vote on an overall evaluation rating.

When board members have unanimously agreed on the superintendent's rating, board presidents should read the following:

1. Upon review of the individual evaluations, all board members have rated the superintendent as [satisfactory] [unsatisfactory] for the performance area of [list performance area]. Given this consensus, do I have a motion and a second to approve this performance area as [satisfactory] [unsatisfactory]? Is there any discussion? I will call roll once discussion is complete.
2. The Superintendent has been rated as [satisfactory] [unsatisfactory] for the performance area of [list performance area].
  - a. Read when the rating is satisfactory: I have numbered all individual board comments. Are there any comments from the individual evaluations that the board would like to include on the board-approved evaluation? If the board would like to include any comments, I will need a motion and a second to include comments by number. Is there any discussion? I will call roll once discussion is complete.
  - b. Read when the rating is unsatisfactory: Per state law, when the board rates the superintendent as unsatisfactory, the board is required to detail its findings and make recommendations. I have numbered the comments and recommendations for you. Please review them to determine which you would like include on the board-approved evaluation. I will then need a motion and a second to include comments and recommendations by number. Is there any discussion? I will have the business manager call roll once discussion is complete.

When board members disagree on the superintendent's rating, board presidents should read the following:

3. Upon review of the individual evaluations, a majority of [#] board members has rated the superintendent as [satisfactory] [unsatisfactory] for the performance area of [list performance area] and a minority of [#] board members has rated the superintendent as [satisfactory] [unsatisfactory]. Based on the majority's preliminary ratings, do I have a motion and a second to approve this performance area as [satisfactory] [unsatisfactory]? We will now discuss the discrepancy in individual ratings following which I will have the business manager call roll. This discussion and vote provide an opportunity for board members to reconfirm or change their original ratings.
4. After item three is complete, read the language in either 2a or 2b to finalize comments and recommendations for the performance area.