

## ANNUAL EVALUATION OF THE SUPERINTENDENT

The Board and Superintendent shall use the following process to evaluate the performance of the Superintendent as a regular and scheduled activity. The primary purposes of the evaluation are to continually improve administrative leadership, to strengthen the working relationship of the Board and Superintendent, and to assist the Board in reviewing issues associated with the Superintendent's employment.

### Guidelines

- A. The Superintendent shall be involved in developing the annual evaluation form and standards or reviewing the existing evaluation form and standards.
- B. The Superintendent prepares for the evaluation by conducting self-evaluation.
- C. The Board prepares for the evaluation by holding an executive session(s) to review and discuss the expectations that were set for the school year and the quarterly sessions held with the Superintendent. The Board may ask school administrators and other pertinent stakeholders to provide input regarding the Superintendent's performance.
- D. The annual evaluation takes place with the full Board at the regularly-scheduled June Board meeting in an executive session.
  1. The evaluation shall be based on the expectations that were set by the Board and the Superintendent for the school year; the quarterly status reviews conducted by the Board with the Superintendent; results of the responses from administrators and stakeholders on the Superintendent's performance; and other relevant information shared with the Superintendent during the school year.
  2. The evaluation shall include a discussion of strengths as well as areas identified for improvement.
  3. As no single document can encompass the all of the Superintendent's responsibilities, the evaluation discussion may include items not described in the evaluation form.
  4. The Board's evaluation shall be supported by specific examples of the Superintendent's conduct/performance, and represent the perspective of the majority of the Board.
  5. The Superintendent shall be given the opportunity to provide feedback to the Board regarding his/her perceptions of the working relationship between the Superintendent and the Board and other issues the Superintendent identifies as relevant to his/her job responsibilities and performance.

- E. The Board shall then meet with the Superintendent in executive session to discuss job performance, compensation, benefits, extension of contract and other matters relevant to the Superintendent's employment.
- F. Following the completed evaluation process, the Board shall provide the Superintendent a written summary of the key elements of the evaluation review.

Cross Reference:

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