



Independent School District #38

School Board Policies & Procedures Manual

304.1 PERIODIC EVALUATION OF THE SUPERINTENDENT

WHEREAS, it is necessary and desirable for the benefit of both the school district and the superintendent, that there should be an orderly and systematic written performance review and appraisal for the evaluation of the superintendent.

WHEREAS, the school board has determined that such performance review and appraisal, in writing, should occur at least once annually, and

WHEREAS, it is appropriate to provide for the performance review and appraisal review of the superintendent by written policy.

THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 38 as follows:

1. The school board shall evaluate and assess in writing the performance of the superintendent at least once a year during the term of this contract.
2. The school board, and the superintendent shall meet and discuss the evaluation process, and thereafter the school board shall adopt an evaluation format to carry out the evaluation process. ***As soon after July 1 as possible, but no later than December 1 at the board meeting, a motion will be approved by the school board notifying the superintendent of an evaluation. All Board members will conduct the evaluation.***
3. In the event that the school board determines that the performance of the party in question is unsatisfactory in any respect, it shall describe in writing, in reasonable detail, the specifics of unsatisfactory performance. The evaluation shall include recommendations as to areas of improvement in all instances where the school board deems performance to be unsatisfactory. A copy of the written evaluation shall be delivered to the party in question and become a part of their personnel file. The superintendent shall have the right to make a written reaction or response to the evaluation. This response shall be provided to the school board and shall also be placed in the employee's personnel file. Upon request of the superintendent, the

school board or its representative, shall meet with the superintendent within (30) days of such request to discuss the evaluation(s).

ADOPTED: March 18, 1996

REVISED: April 25, 2001

Amended: 11-18-2015

Affirmed: 04/21/2021