

Beginning with the 2022-2023 school year, before evaluating the annual performance of the superintendent, the county board shall submit to the State Superintendent, for approval by the WVBE, a written description of the proposed evaluation process adopted by the county board, including a copy of evaluation forms to be used as part of the process.

In order to receive WVBE approval by July 1, the Board must submit its proposed valuation process to the State Superintendent for approval before the preceding December 31.

If the State Superintendent determines the evaluation process proposed by the Board does not meet the requirements of section 5 of WVBE Policy 5309, the State Superintendent shall return the proposal to the Board, identifying areas of noncompliance. After revising the proposed process to comply with the requirements of section 5, the Board shall submit to the State Superintendent the revised evaluation process for approval by the WVBE.

If the WVBE does not approve the Board's proposed evaluation process, the Board shall revise the evaluation process to address the WVBE's concerns and submit the revised evaluation process to the State Superintendent for approval by the WVBE.

Once the WVBE approves the Board's process for evaluating the superintendent's performance, the county board shall continue to utilize the approved process until the WVBE authorizes or requires the Board to employ a different process.

If the Board wishes to revise the superintendent evaluation process, the Board must submit the process for review to the State Superintendent and obtain WVBE approval.

The process by which the Board shall annually evaluate the performance of the superintendent shall include the following criteria:

- A. Before September 15, the Board and the Superintendent shall annually establish written, measurable, and timely goals or objectives for the superintendent to accomplish. Each goal or objective shall include a specific timeline for completion. The timeline need not be the same for each goal or objective, and the timeline for any goal or objective may extend beyond the end of the current school year. At least one goal must relate to student achievement.
- B. Goals addressing student success and well-being, including the required student achievement goal, must support progress of the established county strategic plan goals.
- C. The process shall specify how the goals or objectives will be established when the Board

and the Superintendent seem unable to agree. The process may provide that the parties petition the WVBE to designate an individual to facilitate agreement on goals or objectives, that the Board will engage the West Virginia School Board Association and the West Virginia Association of School Administrators to facilitate agreement, or that another specific procedure will be followed to break the impasse.

The Board will annually, before June 30, evaluate the superintendent's success in improving student achievement generally across the county and specifically as it relates to the management and administration of low performing schools, except that this evaluation shall be made before March 1 if the superintendent's contract is to expire on the ensuing June 30.

The Board will evaluate the superintendent's performance in executive session, and to make available to the public a general statement about the evaluation process and the overall result and progress in meeting goals. The Board will specify how it arrived at the general statement about the evaluation process and the overall result.

The Board and Superintendent, only by mutual consent, may release of additional information about the evaluation.

The Board may use the results of its evaluation of the superintendent's performance to determine whether to offer the superintendent a new contract and the level of compensation or benefits to offer the superintendent in any new contract.

As an integral part of the process for evaluating the performance of superintendents for the 2022-2023 school year and subsequent school years, all Board members and superintendents shall receive evaluation training approved by the WVBE and conducted jointly by the West Virginia School Board Association and the West Virginia Association of School Administrators.

If any provision of this policy or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy.

**Adopted:** November 1, 2021

**SUPERINTENDENT EVALUATION INSTRUMENT**  
**SUPERINTENDENT REQUIRED GOALS**  
**(GOALS ESTABLISHED ON OR BEFORE SEPTEMBER 15)**  
**(AT LEAST ONE GOAL MUST RELATE TO STUDENT ACHIEVEMENT)**

GOAL	TIMELINE	MEASUREMENT TOOLS(S)	RATING			COMMENTS
			EXCEEDS	MEETS	NEEDS IMPROVEMENT	
DOES NOT MEET						

*Additional goals can be added below:*

**SUPERINTENDENT EVALUATION INSTRUMENT  
ADDITIONAL COMMENTS/COMMENDATIONS**

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**Additional information and/or commendations.**

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