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**4057**  
**Superintendent Evaluation**

4 The board shall observe and evaluate the superintendent based upon actual  
5 classroom observations for an entire instructional period at least twice  
6 during his or her first year of employment and at least once each year  
7 thereafter. Additional evaluations may be conducted at the discretion of the  
8 board. For the purposes of this policy, "actual classroom observation" shall  
9 mean observing the superintendent performing activities that are typical of  
10 his or her position. An "entire instructional period" for administrators cannot  
11 be defined in terms of an instructional period and shall be satisfied by the  
12 actual observation of some aspect of the superintendent's work during the  
13 semester for no less than 40 minutes.

15 **Purpose.** The purposes of the formal job evaluation are:

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17 1. To provide a means of rational, structured communication  
18 between the board and superintendent to create a more  
19 constructive and effective working relationship.  
20 2. To provide a basis for commending, rewarding and reinforcing  
21 good work, as well as identifying areas where the superintendent  
22 needs to improve.  
23 3. To clarify the superintendent's role and inform the  
24 superintendent of the board's expectations.  
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26 **Dates.** Unless otherwise provided for in the superintendent's employment  
27 contract, the first year evaluations should take place (1) at or prior to the  
28 October board meeting, and (2) at or prior to the January board meeting.  
29 Annual evaluations shall take place at a board meeting held during the  
30 month before the date in the superintendent's employment contract by  
31 which the board must notify the superintendent of its intention to consider  
32 the nonrenewal or amendment of the contract. In the absence of such a  
33 contract provision, the annual evaluation should take place at or prior to the  
34 March board meeting. The Superintendent shall remind the Board members  
35 in writing at least 45 days before the date of each upcoming evaluation and  
36 shall make his evaluation an agenda item for the board meeting.  
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38 **Evaluation Document.** The superintendent shall submit a recommended  
39 evaluation document to the board. The board shall meet and discuss the  
40 proposed document with the superintendent. The board may amend and  
41 adopt the proposed evaluation document. The board may amend the  
42 document or adopt a new document without amending this policy. The  
43 superintendent shall submit the evaluation document to the Nebraska  
44 Department of Education.

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**Evaluation Procedures.** Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. The superintendent’s evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent’s reputation and if he or she has not requested it be done in open session.

**Deficiencies.** If deficiencies are noted in the superintendent’s work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent’s education, training, and expertise and require him or her to submit a “list of suggestions for improvement” or plan of improvement for the board’s consideration.

**Personnel File.** The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent’s personnel file. The board may meet with the superintendent to discuss the written response.

**Policy Limitation.** The evaluation procedures are included in this policy as a result of the board’s statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board’s failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent’s employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: November 13, 2018  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_