

**CEI    Evaluating the Superintendent (See CGI and GAK)**

**CEI**

The board shall conduct formal evaluations to document the quality of professional performance provided by the superintendent.

The superintendent shall be evaluated at least one time each semester during the first and second years of employment, by no later than the 60<sup>th</sup> school day of each semester. The superintendent shall be evaluated by the board prior to February 15 of the third and fourth years of employment. Thereafter, the superintendent shall be evaluated as frequently as the board deems appropriate, but no less frequently than once annually.

The superintendent's evaluation shall be documented in writing and discussed with the superintendent in executive session. Semi-annual progress conferences may be held between the board and the superintendent regarding the superintendent's performance following each formal evaluation.

The superintendent's personnel file and evaluation file shall be available only to the superintendent, the board, the board's attorney, and other persons authorized by law. Any revisions in the evaluation system shall include input from the superintendent.

Approved: 7/24/17

KASB Recommendation – 6/00; 1/02 6/04; 4/07; 4/16