

Evaluating the Performance of the District Superintendent

Statement of Purpose

The Board believes in ongoing informal and formal communication with the District Superintendent. At least annually the Board will conduct a formal evaluation to provide the District Superintendent with specific information on past performance and goals for the future.

Basic Principles

The Board of Education will annually provide a written performance evaluation with the intent of providing the District Superintendent with:

- Commendation for accomplishments.
- Guidelines for establishing long and short term goals.
- Direction for placing priorities on tasks which are most critical in meeting the needs of the education community that we serve.
- Suggestions and direction regarding desired improvement.

Guidelines

1. The annual performance evaluation will occur in December/January and be completed by January 15, or as soon as practical thereafter. The Board will use the completed evaluation as the major element in determining the District Superintendent's salary for the next applicable time period.
2. The mutually agreed upon evaluation form will be used by Board members.
3. The Chairman of the Personnel Committee will forward to each Board member an evaluation form, a copy of the mutually agreed upon annual and long range goals, and a written report from the Superintendent pertaining to these goals.
4. The completed evaluations will be returned to the Chairman of the Personnel Committee. The Personnel Committee will compile a composite evaluation from the individual responses.
5. The Personnel Committee may prepare brief comments under each of the general categories. Any area receiving an unsatisfactory rating will include specific written comment in support of the rating.
6. The composite evaluation will be presented to the full Board for review and final editing.
7. A draft of the composite evaluation will be presented to the District Superintendent to review before the Board meeting. If there is a written response from the District Superintendent, that response will be submitted to the Board for final review.
8. A meeting of the full Board and the District Superintendent will occur for the purpose of discussing the evaluation and any response from the District Superintendent.

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9. The final composite evaluation will be acknowledged by signatures of the Board President and District Superintendent and filed in the District Superintendent's personnel file. Evaluation forms, notes and any other material with identifying information that was used to complete the final composite evaluation shall be destroyed.

Approved: March 18, 1998
Revised: January 16, 2008