

EVALUATION OF THE SUPERINTENDENT

I. PURPOSE

The purpose of evaluation of the Superintendent is to determine the Superintendent's capacity to fulfill job requirements, to assist the Superintendent toward positive school management, and to lead to definite recommendations for employment and compensation. Through this evaluation process, the Board will strive to accomplish the following:

- A. Clarify for the Superintendent his/her role in the school district as seen by the Board;
- B. Clarify for all Board members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon between the Board and the Superintendent;
- C. Develop harmonious working relationships between the Board and the Superintendent; and
- D. Provide administrative leadership of excellence for the School District.

II. FREQUENCY

A Superintendent shall be evaluated once each semester during the first two years of employment within the School District. Thereafter, the Superintendent shall be evaluated at least once every year before the third Monday in March.

III. PROCEDURE

The Superintendent will be evaluated by the Board in the following manner. Information for the evaluation may be gathered from other administrators, teachers, other school employees, community members and Board members. The evaluation will be reduced to writing by each individual Board member using the form in CBG-E. Evaluation ratings of "needs improvement" or "unsatisfactory" shall be accompanied by statements of specific actions to be taken by the Superintendent to correct any alleged deficiencies. The Board President will receive a completed evaluation form, including comments, recommendations and proposed goals, from each Board member. The

Board President will compile these into one composite evaluation report. The composite evaluation report will then be reduced to writing and presented to the Superintendent in an executive session of the Board. The evaluation composite report must be signed by the Board President and the Superintendent. The Superintendent's signature will indicate only that the evaluation and conference took place and that a copy of the composite evaluation report was presented to the Superintendent. The Superintendent's signature will not indicate agreement with the evaluation.

The Superintendent may respond in writing to the Board within ten (10) working days following receipt of the evaluation in any one or more of the following ways:

1. By a demurral statement regarding any parts or all of the evaluation with which the Superintendent disagrees with the right to have such statement attached to the evaluation;
2. By a request for additional evaluations with mutual agreement on number;
3. By a request for the joint setting of goals;
4. By a request for the confidential assistance of other willing administrators, mutually agreed upon by the Superintendent and Board, in correcting any deficiencies; or
5. By a request for no remediation.

IV. AREAS OF EVALUATION

The Superintendent shall be evaluated in the following areas by members of the School Board:

- A. Management techniques;
- B. Staff relations;
- C. Board relationships;
- D. Community/public relations;
- E. Personal qualities; and
- F. Professional growth, leadership and conduct.

The evaluation of a Superintendent shall take into consideration the School District's philosophies and objectives, the environment within the school community, and population conditions under which the Superintendent acts.

V.
USE OF RESULTS

A final written recommendation shall be presented to the Superintendent by the Board no later than the third Monday in March for a Superintendent under continuing contract and no later than May 1 for a Superintendent not under continuing contract. The recommendation shall consist of one of the following:

- A. Recommendation for continued employment;
- B. Recommendation for employment with qualifications; or
- C. Recommendation for nonrenewal.

When a recommendation for continued employment is given, written comments shall be included stating the performance level of the Superintendent during the evaluation period and any suggested areas for improvement.

When a recommendation for continued employment with qualifications is given, the qualifications shall be in writing accompanied by statements of actions to be taken by the Superintendent to correct the alleged deficiencies. The Superintendent and Board shall have a conference, in executive session, after the recommendation to develop a written plan to implement the actions stated in the recommendation.

A recommendation for nonrenewal shall be given only after at least two (2) evaluations with follow-up conferences.

At each review, the Superintendent and Board may set a specific goal for each of the areas of evaluation. Any specific goal or goals which are established should be reviewed in writing at the next evaluation. Any specific goals must be in writing, clear, concise and measurable.

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