

## **Procedures for the Evaluation of the Superintendent**

The Board of Education shall serve as the evaluator for the superintendent. The superintendent's performance shall be reviewed annually.

The following procedures shall be used to implement the district policy for evaluation of the superintendent:

1. The Board and the superintendent shall annually review the position description for the superintendent. The Board and the superintendent shall also discuss and establish goals for the district. The criteria for the evaluation of the superintendent for the ensuing year shall be discussed and agreed upon. These criteria will relate to the superintendent's position description and applicable goals of the district.
2. No later than the regular February Board of Education meeting, the Board shall provide a verbal and written evaluation report to the superintendent. This report shall include the following:
  - a. Specific information relating to the strengths, weaknesses or areas of desired improvement in the superintendent's performance based upon the agreed upon criteria.
  - b. Documentation showing information collected and considered in the evaluation.

The Board and the superintendent shall discuss information relating to the superintendent's performance in an executive session. A time shall be designated for this purpose when all members of the Board can be present.

3. The evaluation report shall be signed by the president of the Board and by the superintendent. The signature of any person on the report shall not be construed to indicate agreement with the information contained therein. The report shall be placed in the superintendent's personnel file.
4. The superintendent shall be allowed to attach any written comments to the evaluation report. A copy of these written comments shall be made available to each Board member.
5. Any suggestions for improving the performance of the superintendent, modifying Board-superintendent relationships and/or modifying the goals and objectives of the district may be considered in developing the documents used to initiate the next evaluation.

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