

BOARD OF EDUCATION PROCEDURE FOR EVALUATION OF THE SUPERINTENDENT

The board of education shall evaluate the superintendent's performance as follows:

- A. Each January the board of education and superintendent will jointly review the superintendent's job description to ensure that it accurately reflects both board of education expectations and the realities of the superintendent's day-to-day responsibilities. To the extent that there are discrepancies, the job description will be modified.
- B. Also each January, the board of education will review the superintendent's progress toward agreed-upon objectives and prepare a written evaluation of the superintendent's performance based on the following:
 - 1. The superintendent's results in achieving board of education-approved objectives.
 - 2. Strengths and weaknesses identified by the board of education in fulfilling responsibilities set forth in the job description.
 - 3. Other concerns agreed on by the board of education.
 - 4. The written evaluation may contain dissenting opinions. It will be signed by the board of education president and the superintendent, and one copy shall be placed in the superintendent's personnel file. A duplicate copy will be retained by the board of education president or other designated individual.
- C. The evaluation report also shall contain agreed-upon objectives for the coming year, which are designed to correct deficiencies in the superintendent's performance or to achieve specific board of education goals for the district. These new objectives will be developed at least once a year as a part of the board of education's evaluation of the superintendent's performance.
- D. The board of education and superintendent shall meet in June to review the superintendent's progress toward objectives. Progress meetings may be held more often at the option of the superintendent or board of education.
- E. All evaluation meetings will be in executive session and all evaluation reports will be considered confidential.

- F. As necessitated by the seating of new members on the board of education and other changing conditions, the board of education and superintendent will review both the board of education-superintendent relationship and the appraisal process. Such review will include analysis of management responsibilities and the respective roles of the board of education and superintendent.

Adopted 11/10/81
Revised 05/24/88
Revised 11/09/93
Reviewed 08/11/98
Revised 06/13/00
Reviewed 02/22/16