

As a regular and scheduled activity, the Board of Education will evaluate the performance of the Superintendent of Schools.

In the discharge of this responsibility, the Board shall be guided by the following principles:

1. The instrument to be used should be developed jointly and mutually agreed upon so that the Superintendent will know the basis upon which he/she will be evaluated.
2. Evaluation should be conducted at a scheduled time and place, with no other items on the agenda, in an executive session with all Board members present.
3. Each Board member should individually complete the Superintendent Evaluation instrument. The evaluation of record should be a composite of the separate inputs, prepared by the Board President or his/her designee.
4. All Board members as a group should meet to discuss the evaluation with the Superintendent; there should be a discussion of strengths as well as shortcomings. The initial discussion should take place without the Superintendent present.
5. The evaluation should be conducted at least annually. This ensures that, should there be a decision not to renew the Superintendent's contract, there will exist a record of previously identified deficiencies.
6. Both parties should prepare for the evaluation: the Superintendent by conducting a rigorous self-evaluation; the Board by examining various sources of evidence relating to the Superintendent's performance of duties.
7. Each judgment should be supported by as much rationale and objective evidence as possible. The opinion of one Board member should not be the sole basis for judgment on an appraisal item.
8. The evaluation process should be completed no later than the end of each school year (June 30).
9. The evaluation process should be considered by both Superintendent and Board as one input to the process of formulating plans and the Superintendent's Goals for the following year or years.
10. There should be a discernible relationship between the performance of the Superintendent as evaluated by the Board and the compensation set in the Superintendent's contract.
11. The President of the Board will prepare annually a written summary evaluation of the

Superintendent's performance during the school year.

The evaluation instrument mutually agreed upon shall become a part of this document, and shall be available for review by any individual not later than August 1 of the year for which it has been adopted.

Reference: P2115, Evaluation of the Superintendent  
Adopted July 16, 1985  
Revised August 1987  
Renumbered from P8310 June 1992  
Reviewed March 2008