Subject: Evaluation of the Superintendent
Effective Date: TBD Upon Board Approval
Approved By: Board of Directors
Policy: 3008.1

The Governing Board may annually conduct a formal evaluation of the Superintendent's performance in order to assess her/his effectiveness in leading the school toward established goals and objectives.

The Board and the Superintendent may establish an appropriate schedule for the annual evaluation process.

Evaluation criteria shall be based on school goals and objectives and agreed upon prior to the evaluation by the Board and Superintendent. The evaluation shall provide commendations in areas of strength, provide recommendations for improving effectiveness, and serve as a basis for making decisions about salary increases and/or contract extension.

The Board and the Superintendent may annually consider what evaluation method(s) will best serve the school and agree on the specific written instrument to be used. Prior to the evaluation, the Superintendent shall prepare and distribute to the Board a progress report toward school goals, the Superintendent's self-appraisal of accomplishments and performance, and a review of action taken to address any Board recommendations from the previous evaluation.

Each Board director shall independently evaluate the Superintendent's performance. The Board shall examine all Board directors' evaluations and reach a consensus on the evaluation. The Board Chair or designee shall then develop a single evaluation representing the Board's collective judgment and provide a copy to the Superintendent. The Board shall meet in closed session with the Superintendent to discuss the evaluation. The Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of her/his performance or school progress.

The Board Chair and the Superintendent shall sign the evaluation as evidence that the evaluation has been discussed and shall place the evaluation in the Superintendent's personnel file.

After each evaluation has been completed, the Board shall meet in open session to give the Board and the Superintendent an opportunity to jointly identify priorities for the next year.