

Administration

Evaluation of Administrators and Administration

Evaluation of the Superintendent (Regulations)

On or before June 1st of each year, the Board of Education will devote a personnel session to a discussion and evaluation of the Superintendent's performance, with the Superintendent present.

Prior to the evaluation, the Superintendent shall present to the Board of Education, a state of the school district report giving the progress toward district goals vis-à-vis student performance, curricula changes, staff development, faculty changes or other conditions affecting the progress toward meeting the stated goals. Areas needing improvement should be noted with proposed recommendations.

Prior to the evaluation session, each board member shall complete the Superintendent management/skills/traits assessment. A compilation of the results shall be shared with the Superintendent at the evaluation session.

At the evaluation session, the Board shall review the Superintendent's assessment of his progress toward completion of agreed upon objectives and prepare a written evaluation based on:

- a. Superintendent's results in achieving Board approved goals.
- b. Strengths and weaknesses identified by the Board in fulfilling the responsibilities set forth in the job description.
- c. Other concerns agreed upon by the Board.

The Superintendent may respond to the Board evaluation stating extenuating circumstances, difference of opinion or other such comments. The Superintendent will be given the opportunity to express his/her views on the performance of the Board and to make suggestions for improving the working relationship between the Board and the Superintendent.

The evaluation report shall also contain agreed upon objectives for the coming school year which are designed to achieve the specific Board goals for the district, to meet specified needs as reported by the Superintendent or to correct deficiencies in the Superintendent's performance.

Administration

Evaluation of the Superintendent

The written evaluation shall be completed in triplicate, signed by the Board Chairman and the Superintendent, each keeping a copy and the third placed in the Superintendent's personnel file.

The Board and Superintendent shall meet at least twice a year, a minimum of at least three (3) months apart, to report on the progress toward meeting the agreed upon objectives.

The evaluation of the Superintendent shall be held in executive session, and the written evaluation shall be confidential.

All goal-setting sessions shall be open to the public except when the goals are directed to the Superintendent personally.

Every year the Board and Superintendent shall jointly review the Superintendent's job description to ensure that it accurately reflects both the Board's expectations and realistically portrays the Superintendent's responsibilities. Modifications shall be made where necessary.

Every four years or upon hiring a new Superintendent, the Board and Superintendent shall review both the Board/Superintendent relationship and the appraisal process. Included in the review should be an analysis of management responsibilities and the respective roles of each.

When the Superintendent's contract has one year remaining, the Board will decide whether or not to extend the contract beyond its current terms and to make any necessary or desirable revisions. This decision will be made no later than the beginning of the last year of the existing contract.