

## **P4044 EVALUATION OF SUPERINTENDENT**

### **BOARD POLICY:**

**The Board of Education shall be responsible for completion of formal evaluations to document the quality of professional performance provided by the Superintendent of Schools.**

Administrative Implemental Procedures:

1. By May 31<sup>th</sup> of each year, the Superintendent will provide to the Board of Education a self-evaluation for the current fiscal year and performance goals for the next fiscal year.
2. By June 30th of each year:
  - A. The Board will review, provide comment, and complete the Superintendent's evaluation for the current fiscal year in Executive Session.
  - B. The President shall prepare a final evaluation based on the Board's input.
  - C. The Board will meet with the Superintendent in Executive Session to discuss the current fiscal year's evaluation results.
  - D. Concurrently, the Board will discuss the Superintendent's self-evaluation goals for the next fiscal year with the Superintendent. The self-evaluation goals may be adjusted during the next fiscal year as circumstances require.
3. Prior to the Board's first regular meeting in July, the President shall give a copy of the Board's completed evaluation to the Superintendent, and the President and Superintendent shall sign the Board's completed evaluation.
4. The Superintendent may submit a written response to any part of the evaluation prior to the second regular Board meeting in July. A copy of the written response shall be provided to the Board in Executive Session at the next regular Board meeting.
5. Evaluation documents and responses shall be maintained in the Superintendent's personnel file.
6. In October and February of each year, the Superintendent will review progress on self-evaluation goals with the Board in Executive Session.

Administrative Responsibility: Human Resources

Latest Revision Date: July 2010

Previous Revision Date: August 2008