

EVALUATION PROCEDURE - SUPERINTENDENT OF SCHOOLS

1. In accordance with policy, the members of the Board of Education shall evaluate the Superintendent of the District. A portion of a regularly scheduled meeting shall be dedicated for this purpose or a special meeting may be called, such that ample time and effort is given to the matter.
2. The Superintendent shall complete a self evaluation.
3. A copy of the self evaluation and a blank evaluation document shall be delivered to each board member no later than 7 days prior to the meeting.
4. Members may complete the worksheets of the document prior to the meeting. However, members should abstain from offering a rating for any topic which he/she lacks sufficient information that would allow an accurate judgment of performance in that category.
5. A question/answer session between the Board and the Superintendent should be allowed during the meeting in order to provide information for accurate topic ratings. This shall take place during an executive session with the board and the Superintendent (as a minimum) in attendance.
6. The Superintendent shall be excused from the executive session after board members' questions have been answered. After the Superintendent has been excused, the members of the Board shall determine an average composite score for each area rated, and reach a consensus concerning particular strengths and weaknesses of the evaluatee.
7. The Board shall delegate a maximum of two members to discuss the results of the evaluation with the Superintendent no later than 7 days following the evaluation meeting.
8. Approval of the evaluation and appointment of the delegation shall occur in open session of the Board.

Revised: 9/30/97

Approved: 11/97

Reviewed/Approved: 1-26-98

9. Completion of the Personal Development Plan, when applicable, shall be accomplished no later than 30 days after the evaluation is presented to the Superintendent and will be described to the Board during the meeting following its completion.

Revised: 9/30/97

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