

C 3: EVALUATION OF THE SUPERINTENDENT - BOARD PROCEDURE (October 11, 2012)

When the Superintendent serves under a two year contract, the contract runs from the 1st of July through the end of June, two years following. Unless the Board indicates that the contract will not be renewed upon its completion, the contract is extended for an additional year. The contract requires the Board to notify the Superintendent by June 30th of the intent to terminate the contract upon its expiration.

After the election of Board members in March, the Board meets in late April/early May to identify Board priorities for the District for the year. Additionally, the Board works with the Superintendent at this meeting to identify performance goals for the Superintendent based on those priorities. In the process of creating each goal, attention should be paid to defining the method by which attainment of the goal will be measured.

A summary of the evaluation procedure is as follows:

1. The outgoing Board completes the formal evaluation by March 31st.
2. The new Board sets Board priorities for the District and works with Superintendent to identify performance goals for the Superintendent based on those priorities by mid May (no later than 2 weeks before the June board meeting.) In addition, the new Board shall identify an appropriate tool or process to measure performance responsibilities as stated in policy C 1: Qualifications and Duties of the Superintendent.
3. The Superintendent is allowed 2 weeks response time, with a final draft developed by June 1st.
4. The Superintendent's performance goals are finalized at the June Board meeting.
5. The Superintendent commences work toward the goals beginning July 1st.
6. The Board provides a minimum of four opportunities throughout year to revisit progress toward goals with the Superintendent in executive session. This occurs at the following meetings: June, September, December, and March. The Superintendent shall update the Board on her/his progress on each item, with opportunities for discussion. This shall be followed by an executive session without the Superintendent present for purpose of developing feedback for the Superintendent on progress toward her/his goals.

In conducting the formal evaluation in March, the Board chair is responsible for a written evaluation. At a minimum, the written evaluation shall address each specific annual performance goal, and shall be based upon the cumulative quarterly reports provided by the Superintendent. At a minimum the evaluation shall be based upon input from each Board member. The Board may also choose to include input from a variety of stakeholders. The Board may use a survey tool designed to assess the Superintendent's achievement of the performance responsibilities as specified in Policy C 1.

Cross reference: Policy C 3: EVALUATION OF THE SUPERINTENDENT