

EVALUATION OF THE SUPERINTENDENT

As a regular and scheduled action, the School Board will evaluate the performance of the Superintendent with written standards agreed to by the evaluatee and the evaluators. The primary purpose of the evaluation will be to effect improvements in administrative leadership.

It shall be the responsibility of the Board Chair and Personnel Committee to implement the evaluation instrument(s) and compilation process to fulfill this policy.

Purpose

The purpose of the evaluation of the Superintendent is two-fold. First, it is recognized that establishing and carrying out mutually agreed upon employment goals is important to the overall success and improvement of the school system and the Superintendent. Second, it is intended to determine the Superintendent's ability to carry out the responsibilities as defined in the job description.

Only by open communication and mutual understanding of expectations can the Superintendent achieve the working relationship essential to the operation of a successful school system.

Timeline

October

- By month's end, the Superintendent shall produce a self-assessment to accompany other various sources of information the School Board has deemed appropriate and relevant for review.

November

- The School Board shall consider and select several and varied sources of performance related information for collection.
- A special Board meeting shall be held for the review of the Superintendent's self-assessment and the other various sources of information collected. No other issues shall be permitted on the agenda of this meeting.

December

- The School Board shall produce a final conclusive report of findings to be presented to the Superintendent during an executive session. Upon exiting executive session, the Board shall take action to declare the status of the Superintendent for the next year.

- The School Board and Superintendent shall meet to establish mutually agreed upon employment objectives for the next year. This shall be completed no later than January 31st.

Employment Goals

- A. The School Board and the Superintendent shall meet in executive session annually, no later than January 31st, to establish mutually agreed upon employment goals for the coming year. This meeting should occur as soon as is practicable after the Superintendent's provision of a self-evaluation. The Superintendent shall submit his/her proposed goals to the Board in advance of the meeting. The purpose of establishing specific employment goals is to assist the Superintendent in establishing priorities for action.
- B. The Board and Superintendent shall meet in executive session at mid-year for the purpose of discussing progress toward meeting the employment goals established in December. Should circumstances warrant, the Board and Superintendent may mutually agree to make changes to the established employment goals.
- C. The Superintendent shall prepare a self assessment, to be submitted to the Board in late October, assessing his/her success in achieving the employment goals established the previous December and in carrying out his/her defined responsibilities.

Criteria for Evaluating the Superintendent

- A. The Superintendent is responsible for the overall administration of the RSU and serves as Secretary to the Board. In accordance with the policies of the Board, he/she shall provide professional leadership to the RSU and shall administer the RSU in such a way as to provide for the successful education of the students. In addition to his/her statutory duties, the Superintendent shall be responsible for the general supervision of all activities under the control of the Board. He/she is expected to make such rules and give such instructions to RSU employees as may be necessary to carry out his/her responsibilities.
- B. The agreed-upon goals of the Board and the Superintendent, together with the job description, shall serve as the basis for his/her evaluation.

Evaluation by the Committee

- A. The Board and the Superintendent shall meet in executive session annually, in November, for the purpose of evaluating the Superintendent. At said meeting, the Board shall discuss with the Superintendent his/her success in meeting the employment goals established for the year. Failure to accomplish certain employment goals does not necessarily connote failure of the Superintendent. They shall also discuss the Superintendent's success in carrying out his/her defined responsibilities.

- B. By December 31st of each year the Board shall prepare a written summary reflecting the evaluation of the Superintendent by the Board as a whole. A copy of the summary shall be signed by the Board Chair and discussed with the Superintendent, who shall sign it as an indication that he/she has read and discussed the document with the Board. A copy of the summary shall be placed in the Superintendent's personnel file, a copy shall be retained by the Board Chair, and a copy shall be provided to the Superintendent.

Evaluation of the Superintendent Guidelines

- A. The Superintendent should be involved in the development of the standards with which he/she will be evaluated, or at least accept previously developed standards as appropriate to his/her current operations.
- B. Both parties should prepare for the evaluation; the Superintendent by conducting a rigorous self-assessment, the School Board by examining various sources of information relating to the Superintendent's performance.
- C. The evaluation should be a composite of the individual School Board members' opinions, but the School Board as a whole should meet with the Superintendent to discuss the evaluation.
- D. The School Board should not limit itself to the items that appear on the evaluation form. No form or set of guidelines can encompass the totality of the Superintendent's responsibilities.
- E. The evaluation should include a discussion of strengths as well as weaknesses.
- F. Evaluation should be at a scheduled time and place, with no other items on the agenda, at a study or executive session with all School Board members present.
- G. Each judgment should be supported by as much rational and objective evidence as possible. One School Board member's opinion should not be the sole basis for judgment on an appraisal item.
- H. The Superintendent should have the opportunity to provide feedback to the School Board. Ideally, the feedback will include an examination of the working relationships between the School Board and Superintendent.

Cross Reference: BDD - Board-Superintendent Relationship
CB - School Superintendent
CB-R - Superintendent Job Description

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