

Procedure – Evaluation of the Superintendent

Timeline for Evaluation

<u>Dates</u>	<u>Process</u>
July – August	<ol style="list-style-type: none">1. Board and Superintendent establish annual goals and outcomes.<ul style="list-style-type: none">• A written document reflecting the Superintendent’s duties, goals criteria and outcomes as defined by District Policy and the Board.• Establishing three (3) dates during the school year during which informal and formal evaluation conferences are set.
November	<ol style="list-style-type: none">2. First informal conference/evaluation of the Superintendent’s progress by the Board.<ul style="list-style-type: none">• Reference established criteria, goals and outcomes.• A constructive process by both parties.• Superintendent can request an executive session for this process.
February	<ol style="list-style-type: none">3. Board preparation for formal evaluation of Superintendent: Executive Session.<ul style="list-style-type: none">• Use of WSSDA Rubric; use of stated goals and outcomes; use of documentation from previous informal evaluation/progress report.• Send above documents to each Board member for individual evaluation of Superintendent.• Collect individual Board evaluations; set an executive session to develop a joint draft evaluation, if possible; discuss and define any differences.• Any agreement to non-renew or extend Superintendent’s contract should be made at this time.
March	<ol style="list-style-type: none">4. School Board Meeting (Open Session)<ul style="list-style-type: none">• Board announces that there will be an executive session to review/evaluate Superintendent’s performance. Regular meeting will resume following the executive session in order to engage any action (i.e. renew, extend, non-renew).
June	<ol style="list-style-type: none">5. Board will engage Superintendent in a year-end review of goals and outcomes established.<ul style="list-style-type: none">• Can be done in open or executive session (request by Superintendent)

- Set process and timeline for establishing succeeding year's evaluation criteria, goals and outcomes. Also determine which current criteria, goals and outcomes will continue, be modified, or be terminated.
- Process should be documented and provided to the Superintendent.

Adoption Date: **8.28.2019**

Classification: **Essential**

Revised Dates:
