

ADMINISTRATION

Administrative Procedure – Evaluation of the Superintendent

Administrative Procedure and suggested timeline:

The president of the School Board, or designee, shall supervise the evaluation process.

November: The Board of Education President distributes the evaluation instrument to the Board of Education members. The Superintendent will provide: 1) Current goals and action plans 2) Superintendent's job description 3) 360 Evaluations (if available)

December: Each Board member, including the president, shall complete and submit the evaluation instrument by the December Board of Education meeting. The president shall compile a summary of these results.

January: At a January Board meeting, in closed session, all Board members and the superintendent will discuss the final evaluation summary. The Board of Education will direct the Superintendent to update his/her goals and action plans to reflect the input of the Board of Education.

February: The Board of Education will review the Superintendent's updated goals and action plans in closed session for final approval and discuss future contract terms.

March: Public action on superintendent's contract if appropriate.

Failure to adhere to these timelines shall not limit the authority of the Board.

(Note: Superintendent's contract will take precedence over process and suggested timeline.)

Reviewed: December 13, 2004

Approved: January 24, 2005

Revisions: