

**DISTRICT 41**

**BOARD OF EDUCATION**

**SUPERINTENDENT EVALUATION**

**(\*ADMINISTRATIVE PROCEDURE #3:40 E1)**

**Reviewed & Adopted: November 28, 2005**  
**Revised: November 26, 2007**

## DISTRICT 41

### SUPERINTENDENT EVALUATION PROCESS

#### TIMELINE AND PROCEDURE

The superintendent's evaluation should be completed prior to March 31 of each year. Since the self-evaluation and Board review process takes approximately four weeks to complete, this activity should begin by February 1 of each year.

#### August

The Board will review the procedure to be followed for evaluating the Superintendent, and affirm performance goals.

#### November/December

The Superintendent will present a status report of professional goals and performance targets to the Board in a closed session.

#### February

The Superintendent will meet with the Board in a closed session to present a self-evaluation of the year's performance. The self-evaluation should include but is not limited to a review and current status of personal and system goals set during the previous evaluation.

Evaluation materials will be provided to Board members at the February meeting for their review and completion during March.

#### March

Following the self-evaluation report, each board member completes an evaluation summary and returns it to the President (or designee) for summation. Board members are to use the Superintendent Evaluation Standards and Benchmarks as criteria for their evaluation. A written summary of the superintendent's performance should be provided for each of the six major categories. The Board and Superintendent may determine additional input measures as needed. The Board president (or designee) will summarize the individual board member comments into one summary document. This summary should reflect the majority of consensus from the board.

The Board (or President and Vice President) will meet with the Superintendent to review the results of the summary evaluation. At this meeting, the Board and Superintendent will discuss aspects of the evaluation as deemed appropriate and status of the employment contract.

#### April

BOE Closed Session to review Superintendent contract renewal terms as needed.

#### May

BOE Closed Session to review Superintendent contract renewal terms as needed.

#### June

Consent Agenda approval for all administrative staff contracts.  
Legal counsel prepares a Resolution for approval that stipulates the Superintendent has met the performance goals and terms for contract renewal.

The Superintendent should submit to the Board a written copy of personal and system goals for the following year. These goals should reflect the result of the exchange between the Board and the Superintendent described above.













