Subject: Evaluation of the Superintendent

The Board of Education shall annually conduct a formal performance evaluation of the Superintendent. The formal procedures used to complete the evaluation are to be filed in the District Office, and to be made available for review by any individual, no later than August first of each year.

The Board shall devote at least a portion of one meeting during the month of March in each year of the Superintendent’s employment by the District to an evaluation in executive session of his/her performance and his/her working relationship with the Board. The evaluation shall be based upon performance criteria mutually agreed upon by the parties, and shall be reduced to writing in a form mutually agreed upon by the parties. The Superintendent shall be provided with a copy of the written evaluation, signed by Board of Education Members at least ten (10) days prior to the executive session of the Board scheduled to discuss such evaluation.

The Board shall also devote at least a portion of one meeting during the month of September in each year during the Superintendent’s employment by the District to a general discussion in executive session between the Board and the Superintendent with respect to his/her performance and his/her working relationship with the Board. A written memorandum summarizing that discussion shall be provided to the Board by the Superintendent subsequent to such discussion. This memorandum will include the Superintendent’s goals for the year. There should be at least 3 but not more than 5 goals for the year.

Commissioner’s Regulations
Part 100.2 (o)

Approved: Board of Education
December 19, 2001

Approved: Board of Education
May 24, 2006

Approved: Board of Education
January 27, 2010

Approved: Board of Education
January 8, 2014