

SUPERINTENDENT EVALUATION PROCEDURE

The Board shall evaluate and assess the performance of the Superintendent according to state law.

Format of Evaluation Instrument

The Board shall adopt a superintendent evaluation instrument that is reasonably related to the superintendent’s job description and the goals and objectives of the District. The evaluation instrument shall require board members to rate the superintendent’s performance as either satisfactory or unsatisfactory in each area of performance identified in the job description. If a board member rates the Superintendent as unsatisfactory in any area, s/he shall provide an explanation and recommendations for improvement in the evaluation. The Board shall not assign an overall performance rating to the superintendent’s evaluation.

Evaluation Process

Twice a year, the Board President shall schedule a board meeting to discuss and approve the superintendent’s evaluations on or before the deadlines for evaluation completion established by law. The Board President shall disseminate the evaluation instrument to individual board members prior to such meetings, set a deadline for their return, and collect and combine the completed evaluations prior to the meeting.

The Board President shall copy all comments contained on individual board member’s evaluations onto the collective evaluation. Any discrepancies among board members about the superintendent’s rating in any of the performance areas evaluated shall be discussed and a decision reached through the roll call vote of a simple majority vote of the Board at the open meeting where the evaluation is discussed.

Post-Approval Procedures

Upon approval of the evaluation, the Board shall discuss the evaluation with the Superintendent. The Board President shall present a written copy of the approved evaluation to the Superintendent and shall file all evaluations approved by the Board in the superintendent’s personnel record. Superintendent evaluations shall be retained for six years after the Superintendent separates from district employment.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- CAAA-E, Superintendent Job Descriptions
- CAAB-E, Sample Motion for Superintendent Evaluation

End of Velva Public School Policy CAAB.....Adopted: 01.12.2016