

## Superintendent Evaluation Process

### End of 1<sup>st</sup> Quarter:

- The superintendent will submit the evaluation form to the ad hoc committee listing the evidence that shows accomplishment of or work toward accomplishment of each part of the standard.
- Each ad hoc committee member will individually evaluate the superintendent using the adopted form.
- The committee will share and discuss responses within the team.
- The committee will share the evaluation with the superintendent discussing scores and comments. This step is designed to better inform the superintendent of the school board's intent with each standard and it is designed to better inform the board on how to interpret and understand the evaluation process.

### End of 1st Semester:

- The superintendent will submit the evaluation form to each board member listing the evidence that shows accomplishment of or work toward accomplishment of each part of the standard. (In closed session)
- Each school board member will individually evaluate the superintendent using the adopted form.
- The full school board will share and discuss responses among themselves.
- The full board will share a summary of scores and comments with the superintendent. Discussion and explanation are meant to be an integral part of this process.

### End of 3rd Quarter:

If desired, the process for 1<sup>st</sup> quarter will be repeated.

### End of 4th Quarter:

- The first semester process will be followed.
- At the end of the process, a formal written evaluation using the adopted form will be placed in the superintendent's personnel file.
- The ad hoc committee will be responsible for creating the summative evaluation that is filed.

### Additional Notes:

All of this work will be done in closed session format unless an alternative system is agreed to by both the superintendent and the school board.

In order to evaluate whether or not this evaluation process is helpful, the ad hoc committee will develop a form for feedback from each school board member. The committee will summarize the responses and offer any desired or suggested changes to the process to the full board.