

## **EVALUATION OF THE SUPERINTENDENT**

It is the policy of MSAD #15 to evaluate the performance of the Superintendent as a regular and scheduled activity. The primary purposes of the evaluation will be to continually improve administrative leadership, to strengthen the working relationship of the Board and Superintendent governance team and to assist the Board in reviewing issues associated with the Superintendent's employment.

### **Guidelines**

- A. The Superintendent should be involved in developing the evaluation form and standards or reviewing the existing evaluation form and standards.
- B. The evaluation(s) should be at a regularly scheduled time and place, in an executive session in which all Board members are present.
- C. The Superintendent should prepare for the evaluation by conducting a self-evaluation.
- D. The Board should prepare for the evaluation as follows:
  - 1. The Personnel Committee of the Board will meet with the Superintendent annually in September to establish goals for the calendar year. The Personnel Committee will ask the Board for feedback on the Superintendent's goals. By October 1, the Superintendent will meet with the Personnel Committee to create a plan to achieve the goals based on his/her self-reflection and feedback from the Board. This plan will be submitted for Board approval. Progress toward these goals will be included as part of the next Board evaluation of the Superintendent.
  - 2. In January and May, the Chair of the Personnel Committee will gather written comments from the Board and the Superintendent on his/her progress toward the goals.. The Chair of the Personnel Committee will share the Board's feedback with the Superintendent.
  - 3. In June, the Chair of the Personnel Committee will develop a summary evaluation from members' written opinions.
  - 4. In June, the Board will meet in executive session to review the summary evaluation and materials related to the Superintendent's performance. The Superintendent may be invited to, or excluded from, this session at the Board's discretion.
- E. The Board will meet with the Superintendent in executive session to review the evaluation:

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1. The Board as a whole will meet with the Superintendent to discuss the evaluation, which should include the summary of individual Board members' written assessments as agreed upon by the Board.
  2. The evaluation should include a discussion of strengths as well as areas identified for improvement.
  3. As no form or set of guidelines can encompass the totality of the Superintendent's responsibilities, the evaluation discussion may include items not described in the evaluation form.
  4. The Board's evaluation should be supported by specific examples of the Superintendent's conduct/performance, and should represent the perspective of the majority of the Board.
  5. The Superintendent shall be given the opportunity to provide feedback to the Board regarding his/her perceptions of the working relationship between the Superintendent and the Board and other issues the Superintendent identifies as relevant to his/her job responsibilities and performance.
- F. The Board will meet in executive session to discuss issues such as compensation, benefits, and extension of contract, which are directly related to the Superintendent's evaluation and employment. The Superintendent may be invited to, or excluded from, this session at the Board's discretion.
- G. Notwithstanding other provisions in this policy, the Superintendent will be given the option of attending any executive session in which the Board discusses any charge or investigation concerning him/her.
- H. The Board will meet with the Superintendent in executive session to discuss compensation, benefits, extension of contract and other matters relevant to the Superintendent's employment.
- I. Following the completed evaluation process, the Chair of the Personnel Committee shall provide the Superintendent with a written summary of the key elements of the evaluation review.