

EVALUATION OF THE SUPERINTENDENT

The Board shall evaluate the performance of the Superintendent annually in October/November. The primary purpose of the evaluation shall be to continually improve administrative leadership, strengthen the working relationship between the Board and the Superintendent and his/her administrative team, and assist the Board in reviewing the Superintendent's terms of employment.

GUIDELINES

- A. Two Evaluation Instruments, to be completed anonymously, shall be used. "Evaluation Instrument-Board" shall be used by the Board and "Evaluation Instrument-Administrators" shall be used by the following people that currently report to the Superintendent:
- Sacopee Valley High School Principal
 - Sacopee Valley High School Assistant Principal
 - Sacopee Valley Middle School Principal
 - Sacopee Valley Middle School Assistant Principal
 - Sacopee Valley Elementary School Principal
 - Accounting Manager
 - Curriculum Coordinator
 - Special Education Director
 - Superintendent's Administrative Assistant
 - Facilities Director
- B. Rating options will be as follows:
- Exceeds Expectations
 - Meets Expectations
 - Does Not Meet Expectations
 - Not Enough Information to Evaluate

TIME TABLE

1. TYPICALLY ON THE THIRD WEDNESDAY IN OCTOBER: The Board shall have a Workshop Meeting at which time the State of the Schools shall be presented. Prior to adjournment each Board member shall receive an "Evaluation Instrument-Board" with a cover letter. Administrators shall also receive "Evaluation Instrument-Administrators" with a cover letter. All evaluations shall be returned to the Superintendent's Administrative Assistant within seven (7) days. The Chair and Vice Chair shall prepare a summary of the evaluations to be presented at the next regular Board meeting in November.
2. FIRST MEETING IN NOVEMBER: The Board shall meet in executive session to review the summary and develop a consensus evaluation. The Superintendent shall not be present for this session unless the discussion may lead to or result in allegations, charges or investigation of misconduct. In that case the Superintendent shall have the opportunity to be present. During this executive session the Superintendent's terms of employment (e.g. compensation, benefits, and extension of contract) shall be discussed.
3. FOLLOWING THE BOARD MEETING IN NOVEMBER: The Board Chair and Vice Chair shall meet with the Superintendent to review the consensus evaluation.

Cross Reference: **PROCEDURE FORM: Evaluation Instrument-Board**
 PROCEDURE FORM: Evaluation Instrument-Administrators

Adopted: Sept. 3, 2014

Revised: June 1, 2016

Revised: December 6, 2017

