

## 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 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. The Superintendent shall have the opportunity to prepare for the evaluation by conducting a self-evaluation using "Evaluation Instrument-Board" and "Evaluation Instrument-Administrators" as guidelines to create a statement of the progress of the district, his/her expectations and goals, and professional strengths and weaknesses.
- C. Rating options will be as follows:
- Exceeds Expectations
  - Meets Expectations
  - Does Not Meet Expectations
  - Not Enough Information to Evaluate

### TIME TABLE

1. **FIRST BOARD MEETING IN SEPTEMBER:** The Board shall identify which educational issues and results shall be addressed in the "State of the Schools" report and what internal and external data shall be needed to evaluate the superintendent.
2. **FIRST REGULAR BOARD MEETING FOLLOWING THE "STATE OF THE SCHOOLS" REPORT:** "Evaluation Instrument-Board" shall be presented to the Board with a cover letter. "Evaluation Instrument-Administrators" shall be presented to the administrators with a cover letter. The Superintendent's self-evaluation statement shall be shared with the Board in Executive Session.
3. **SECOND WEDNESDAY IN OCTOBER:** Completed evaluation instruments shall be due. These shall be given directly to the Superintendent's Administrative Assistant.

4. **PRIOR TO FIRST REGULAR BOARD MEETING IN NOVEMBER:** The Board Chair and Vice Chair shall tally the evaluation instruments and prepare a summary for the Board.
5. **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.
6. **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



