

EVALUATION OF THE SUPERINTENDENT

The Board of Education will annually evaluate the performance of the superintendent according to written standards set by the Board in consultation with the superintendent. This formal evaluation will take place prior to any action to renew or extend the superintendent's contract.

The Board may evaluate the superintendent at any other time throughout the year, in addition to the annual formal evaluation. Additional evaluations may be formal or informal.

Evaluation Objectives

The purpose of the evaluation is to improve administrative leadership as follows:

- ▶ Clarify the superintendent's administrative leadership role.
- ▶ Maintain a harmonious working relationship between the superintendent and the Board.
- ▶ Establish accountability for the school system.
- ▶ Ensure that Board policies are being administered effectively.
- ▶ Provide direction and performance expectations for the upcoming year.

Formal Evaluation Preparation

- ▶ During July or August, the Board and superintendent will meet to establish goals for the upcoming year and re-evaluate or confirm performance expectations created after the last evaluation, if applicable.
- ▶ At least once a year, each Board member will complete an individual rating instrument, providing input for each performance area and written comments when needed or desired.
- ▶ The Board president will collect from each Board member his or her completed instrument, compile the results and provide a formal summative evaluation for each area.
- ▶ The Board will meet and discuss the formal evaluation, finalize the evaluation for presentation to the superintendent and discuss preliminary expectations for the upcoming year.

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- ▶ The Board president will give the formal evaluation to the superintendent at least three (3) business days prior to the formal evaluation meeting to provide the superintendent with adequate time to review the evaluation. The superintendent may respond in writing if he or she disagrees with any portion of the evaluation.

Evaluation Meeting

- ▶ The Board and the superintendent will meet in closed session to discuss the formal evaluation.
- ▶ Shortly after the superintendent's evaluation, the Board, in consultation with the superintendent, will cooperatively establish performance expectations for the upcoming year in line with the district's goals and the superintendent's job description and evaluation. These expectations will become a part of the Board's evaluation of the superintendent the following year.

Superintendent's Personnel File

The formal evaluation and any written responses by the superintendent will be maintained in the superintendent's permanent file in accordance with the state retention manual applicable to schools.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 09/08/1999

Revised: 10/13/2003

Legal Refs: §§ 168.201, .410, RSMo.

Lathrop R-II School District, Lathrop, Missouri