

EVALUATION OF THE SUPERINTENDENT

In December and June of each year, or at such other time as determined by the Board, the Board shall conduct an evaluation of the Superintendent's performance on a form developed for that purpose.

The evaluation of the Superintendent's performance must be directly related to the specific job responsibilities listed on the Superintendent's job description. The evaluation shall also include a section on personal characteristics of the Superintendent deemed important to the success of a chief school administrator, a section on Board relations and a review of the district's annual goals and objectives.

If at any time, in the opinion of the majority of the Board, the Superintendent's services are unsatisfactory, he/she shall be notified and given an opportunity to correct the conditions. If the conditions are not corrected within a reasonable period of time, he/she shall be given notice in compliance with state law of the intent to refuse to renew his/her contract.

ADOPTED: September 26, 1988

REVISED: May 20, 1996
February 28, 2000
February 29, 2012
July 28, 2014

LEGAL REF.: Wisconsin Statutes: 118.24
121.02(l)(q)
Wisconsin Administrative Code: PI 8.01(2)(q)

CROSS REF.: CBG-R, Procedures for Evaluating the Superintendent
CBA, Qualifications and Duties of the Superintendent (Job Description)
CBC, Administrative Contracts
CBC-R, Timeline for Goal Setting and Communication to the Board and for Administrative Evaluations/Compensation

REVIEW DATE: January 23, 2012
July 28, 2014

PROCEDURES AND TIMELINES FOR EVALUATING THE SUPERINTENDENT

PROCEDURES:

1. Each Board member shall complete the evaluation form individually and submit the completed evaluation to the Board President.
2. The Board President shall tally the responses (“Exemplary” through “Unsatisfactory”) and determine the mean response for each evaluation item.
3. The Board President shall conduct a private meeting with the Superintendent to review the results of the evaluation and shall communicate the results to the rest of the Board by a confidential memo or at the next closed session of the Board.
4. At the request of either the Board or the Superintendent, the Superintendent’s evaluation may be discussed at a special closed meeting of the Board called for that purpose.

TIMELINE:

- NOVEMBER: Information pertinent to the mid-year evaluation of the Superintendent will be distributed to the Board as part of the regular Board meeting packet. Following the regular Board meeting, an electronic copy of the evaluation tool will be emailed to the Board together with instructions for completion and submission to the Board President.
- DECEMBER: Mid-year evaluation is completed and shared with the Superintendent and Board of Education during the Closed Session portion of the regular monthly meeting.
- MAY: Information pertinent to the final evaluation of the Superintendent will be distributed to the Board as part of the regular Board meeting packet. Following the regular Board meeting, an electronic copy of the evaluation tool will be emailed to the Board together with instructions for completion and submission to the Board President.
- JUNE: Final evaluation is completed and shared with the Superintendent and Board of Education during the Closed Session portion of the regular monthly meeting.