

PERFORMANCE REVIEW OF SUPERINTENDENT

INTRODUCTION

One of the most important responsibilities of a Board of Education is to see that the District has effective leadership. This responsibility is first met by identifying and employing Superintendent for the School District and secondly by maintaining a close working relationship with the Superintendent for accomplishing the educational goals of the community. To accomplish this task, a cooperative relationship with open communication flowing from Board to the Superintendent and Superintendent to the Board must be established and nurtured. This communication must deal with all aspects of school operations including the nature and direction of activities through mutual goal setting and feedback to the Superintendent on the accomplishment of those activities. It is in this spirit that the Board adopts the following policy for leadership of the School District.

POSITION STATEMENT

The Board endorses the concept and practice of cooperative leadership providing direction and feedback to the Superintendent of Schools on both an on-going and annual basis. To accomplish these goals, reviews must be conducted in a timely and appropriate manner for both short and long-range planning. Outlined below is a process providing for goal setting as an integral part of the reviews of the Superintendent's performance. The review process is meant to be a joint effort between the Board and the Superintendent of Schools.

OBJECTIVES

To establish an effective process for the Board and Superintendent to use in setting goals for the District

To provide a mechanism for mutual input in determining priorities of tasks for the District

To confirm, determine, establish, and/or modify routine responsibilities of the Superintendent

To provide an effective process for review of the Superintendent's performance and general conduct of responsibilities

To establish a positive process for confirmatory and corrective feedback to the Superintendent

To provide a means of developing consensual expectations of the Superintendent by the Board while soliciting and maximizing contributions of each Board member

PROCEDURE

A performance review of the Superintendent of schools is to be conducted annually based on the accomplishment of goals and responsibilities for the past year of designated time period. It will be the responsibility of the chairperson of the Personnel Committee, or a person designated by the Board, in consultation with the Superintendent, to initiate and complete the review. This review is to be conducted in addition to the on-going exchange of information between the Board and Superintendent.

The annual review will focus on the accomplishment of the Goals and Priorities established for the current year, with attention to routine responsibilities as warranted. A comprehensive performance review of the Superintendent including Goals and Priorities and Routine Responsibilities is to be conducted every third year, or at times designated by the Board, or as requested by the Superintendent. Both the annual and comprehensive third-year review are to be conducted to permit timely input into a financial and educational planning process for the District.

PROCESS

Input will be solicited from each member of the Board on forms designated to obtain information regarding all areas of the Superintendent's responsibility. Data will be summarized by a designated chairperson and provided to the Board and Superintendent for interpretation, discussion, and recommendations. A meeting to discuss this data will typically be attended by all Board members and the Superintendent. However, a closed session without the Superintendent present may be called by the Board if it is determined such a meeting would be beneficial. The chairperson of the Personnel Committee, or designee from the Board, will complete a document reflecting the group's discussion and conclusions. After final review by the Board, the document will be signed by the Board president.

IMPLEMENTATION

1. During March, the chairperson of the Personnel Committee, or designee, will distribute individual Board member comment sheets to seek input regarding the Superintendent's performance in routine responsibilities and response to goals set for the current year.
2. In April, the Personnel Committee chairperson, or designee, will collect the forms and develop a working document.

3. In May, the Board will meet to discuss the working document. Goals for the next school year will be identified. The Personnel Committee chairperson, or designee from the Board, will complete the document reflecting the discussion at the meeting. After a final review, the Board president will be authorized to sign the performance review.
4. In August, goals for the next school year will be finalized and become part of the annual Goals and Priorities part of the performance review.
5. Each quarter, the Board will meet to review progress toward meeting the goals established for the current year. Meetings will be held as follows:
 1. Third quarter (July, August, September) in November
 2. Fourth quarter (October, November, December) in February
 3. First quarter (January, February, March) in May
 4. Second quarter (April, May, June) in August