

## SUPERINTENDENT EVALUATION PROCEDURE

### Format of Evaluation Instrument

The Board shall approve a superintendent evaluation instrument that is reasonably related to the Superintendent's job description and the goals and objectives of the District (see CAAB-E1). The evaluation instrument shall require board members to rate the Superintendent's performance as either satisfactory or unsatisfactory in each area of performance identified in the job description. If a board member rates the Superintendent as unsatisfactory in any area, they shall provide an explanation and recommendations for improvement in the evaluation. The Board shall not assign an overall performance rating to the Superintendent's evaluation.

### Evaluation Process

**Each month, as part of the regular school board meeting, board members should complete a superintendent evaluation worksheet to track the Superintendent's performance and to assist with completing the November 15 and March 15 evaluations required by state law (see CAAB-E2).**

The Board shall evaluate and assess the performance of the Superintendent according to state law.

Twice a year, the Board President shall schedule a board meeting to discuss and approve the Superintendent's evaluations on or before the deadlines for evaluation completion established by law. The Board President shall disseminate the evaluation instrument to individual board members prior to such meetings, set a deadline for their return, and collect and combine the completed evaluations prior to the meeting.

The Board President shall tally and combine all ratings and comments contained on individual board member's evaluations onto one document (see CAAB-E3) and should provide a copy of this document to all board members prior to the meeting in which the superintendent's evaluation will be discussed and approved (see CAAB-E4).

The Superintendent **shall** complete a mid-year progress report on their goals and give to the Board President.

The Board President shall meet with the Superintendent prior to meeting with the full board to discuss the evaluations completed by individual board members.

Any discrepancies among board members about the Superintendent's rating in any of the performance areas evaluated must be discussed and a decision reached through a roll call vote of a simple majority of the Board, at the open meeting, when the evaluation is discussed. For any performance area rated as unsatisfactory, the Board, through a roll call vote, shall approve all comments explaining this rating and all recommendations for improvement. All board-approved comments and recommendations must be included on the evaluation that the Board provides to the Superintendent.

### Post-Approval Procedures

Upon approval of the evaluation, the Board shall discuss the evaluation with the Superintendent. The Board President shall present a copy of the approved evaluation to

**RECOMMENDED**

Descriptor Code: CAAB

the Superintendent and place a copy of the approved\_evaluation in the superintendent's personnel file. Superintendent evaluations must be retained for six years after the Superintendent separates from district employment.

---

Complementing NDSBA Templates (may contain items not adopted by the Board)

- CAAA-E, Superintendent Job Descriptions
- CAAB-E1, Superintendent Evaluation Template
- CAAB-E2, Superintendent Evaluation Worksheet
- CAAB-E3, Superintendent Evaluation Summary
- CAAB-E4, Sample Motion for Superintendent Evaluation
- CAAB-E5, Superintendent Evaluation Timeline

**End of Hope-Page School District #85 Policy CAAB ..... Amended: 10/13/2021**