

**SUPERINTENDENT EVALUATION**

DATES (Adopted/Revised)	GUIDE WORDS
Adopted March, 1982	Evaluation Superintendent

The Board Chairman and the Superintendent shall prepare an evaluation format and submit it to the Board of Trustees at the first Regular Board Meeting in January. Every good faith effort will be made to adopt a mutually agreeable evaluation format.

Following adoption of an agreeable evaluation format, a copy of the instrument, the Superintendent's job description and the goals and objectives of the District for the year in question will be distributed to individual Board members. The instrument should be completed by individual Board members and returned to the Board Chairman. The Board Chairman will compile the results and write narrative comments where deemed necessary. The compiled results should then go to individual Board members for review and comments should be submitted to the Board Chairman.

The Board Chairman will then conference with the Superintendent and give him a written copy of the evaluation results. Following this, the Board will meet in Executive Session with the Superintendent to discuss the evaluation, answer questions and clarify issues. The Superintendent shall have a right to make written reaction or response to the evaluation. The evaluation and the Superintendent's response shall become a permanent attachment to the Superintendent's personnel file.