

EVALUATION OF THE SUPERINTENDENT OF SCHOOLS

Statement of Purpose

This procedure defines the process by which the Superintendent of Schools will be evaluated by the Raymond School Board.

Statement of Procedure

Evaluation of the Superintendent shall be conducted in such manner as to:

1. Provide positive and constructive feedback to the Superintendent that will support and promote the Superintendent's professional growth and development;
2. Help the Board evaluate its work in planning the educational program in this community;
3. Strengthen the working relationship between the Board and the Superintendent by providing a comprehensive vehicle of communication; and
4. Identify strengths and weaknesses of the Superintendent and make appropriate recommendations.

The School Board shall conduct a minimum of one (1) annual formal evaluation of the Superintendent.

Members of the Board will evaluate the Superintendent independently **in February**, using the Superintendent Evaluation Form adopted by the Board for this purpose. ~~The Board will collate all the results by the end of February.~~ The Superintendent will complete the same form for his/her self-evaluation. **The Board will then convene in non-public to discuss the assessments and to prepare a composite evaluation by the end of February. The Board Chair and Vice Chair will meet with the Superintendent prior to March 7th to discuss the results.** The Board and the Superintendent will each retain a copy of the written evaluation report.

The Board may annually also request, if desired, separate evaluation instruments for district employees and community members to complete when deemed useful to the process.

~~The Board will then convene in non-public to discuss the assessments and to prepare a composite evaluation. The composite evaluation will be discussed by the full Board and the Superintendent. The Board and the Superintendent will each retain a copy of the written evaluation report.~~

The Superintendent of Schools will have an opportunity to respond in writing or orally to the evaluation.

A copy of the written evaluation report will be submitted to the Superintendent of Schools and a copy, in a sealed envelope, will be placed in his/her personnel file. Under ordinary circumstances, only the Superintendent of Schools and Chairperson of the School Board will have access to this envelope. If, because of prolonged illness or absence, the Chairperson is unable to respond to a request for information requiring the use of material on the composite written evaluation report, the Vice-Chairperson of the School Board will be empowered to have access to materials in the Superintendent of Schools' file.

*See CBI-R Superintendent Evaluation*

Adopted: April 18, 2002

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