

**C-0600 © CBI
EVALUATION OF SUPERINTENDENT**

The Board shall conduct a written summative evaluation of the Superintendent at least once each year as described below. The Board shall conduct formative evaluations of the Superintendent in March, June and September. Evaluations are confidential and shall be conducted in executive session.

The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals.

To enable the re-employment decision to be made in a timely manner, the completed written evaluation shall be presented to and discussed with the Superintendent in an executive session with the Board prior to any re-employment decision by the Board.

The Superintendent shall provide each member of the Board a copy of the evaluation instrument (CBI-E) not later than November 10. The Board President shall schedule a meeting not later than December 18, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present). Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board fails to achieve consensus.

A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Board.

Upon the conclusion of the evaluation, the Board may determine whether any changes in the compensation and benefits or contract term of the Superintendent are warranted.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's confidential personnel file.

Adopted: September 17, 2020

LEGAL REF.: [22-5-4 NMSA](#)
[22-5-14 NMSA](#)

CROSS REF.: [CBA](#) - Qualifications and Duties of Superintendent