

EVALUATION OF THE SUPERINTENDENT

PURPOSE

The Board of Education of Geneva Community Unit School District 304 believes that the evaluation of the Superintendent is **one of** the most important on-going jobs of the Board in its efforts to provide a superior education to the students of the District and to demonstrate accountability to the residents of District 304. The intent of the evaluation is to enhance communication, clarify the roles of both the Superintendent and the Board and to improve performance so that all in the school system will benefit.

The purposes of the evaluation will be to:

- A. provide a systematic process whereby the Superintendent and the Board of Education cooperatively develop District goals **with the Superintendent** that are built upon identified priorities ~~with the Superintendent~~ **which are later** evaluated on the basis of progress in completing such goals;
- B. clarify the Board's expectations of the Superintendent and assess the Superintendent's fulfillment of those expectations based upon actual evidence of progress or lack thereof;
- C. foster the personal and professional growth of the Superintendent;
- D. build trust and communication between the Superintendent and the School Board;
- E. cite meritorious as well as deficient performances of the Superintendent;
- F. record evidence of performance and improvement;
- G. assist the Board in determining the Superintendent's salary, **benefits** and **any extension of his/her** contract.

## PROCESS

The Board of Education will conduct an annual evaluation of the Superintendent based upon the Superintendent's progress toward established District goals, the Superintendent's performance as defined in his/her job description (~~reference Board Policy 1230~~), **as outlined in Board Policy 1230**, and the Board's assessment of his/her progress towards cooperatively developed personal and professional goals. The procedure will be ~~to~~ **as follows**:

- A. Cooperatively establish District goals.

The Board and the Superintendent will jointly determine the District goals for the ensuing year. In developing these goals, input will be sought from all groups: citizens of the District, Parent Teacher Organizations, administrators, staff, and students. The goals will be approved by the Board at or prior to its last meeting in August and will be used as the primary criterion for the evaluation of the Superintendent's performance during the following year.

- B. Review the Superintendent's job description as outlined in Board Policy Number 1230.

The job description will be used as a criterion for evaluation and will be reviewed at each contract renewal.

- C. Receive a written annual report and self-evaluation form from the Superintendent on the progress towards both the District goals and the personal and professional goals which were cooperatively determined the prior year.

In May of each year, the Superintendent will ~~report to the Board on the outcome of District goals for the academic year. The Superintendent will also complete a self-evaluation form which will include ratings and evidence of progress towards District goals and jointly established personal and professional goals. The form will be identical to that used by members of~~ **and provide such self-evaluation form to** the Board.

- D. Complete an evaluation form.

Following receipt of this annual report and of the Superintendent's self-evaluation, each Board member will complete an evaluation form, **similar to the self-evaluation form completed by the Superintendent**, that objectively assesses the Superintendent's progress toward established District goals in the areas of curriculum and instruction, high-quality staff, operational services, management of financial resources, public communication, student health and well-being and technology integration. The President of the Board of Education will then compile the results and distribute copies of all forms used during the process by individual Board members.

- E. Hold an annual evaluation session.

The Superintendent will place an evaluation session on the agenda for the first June Board meeting, or, **in consultation with the Board President**, call a special Board meeting for this purpose. The School Board will, in closed session, discuss the results of the individual evaluations and the Superintendent's self-evaluation as distributed by the Board President. Discussion will also include the results of the review of the prior year goals. The Board and the Superintendent will then cooperatively formulate recommendations for the Superintendent's personal and professional objectives for the coming year.

- F. Record the evaluation results and personal and professional objectives for the coming year.

Following this meeting, the Board President or his/her appointee will prepare a written summative evaluation **of the current school year** and personal and professional objectives for the coming **school** year. After approval by the Board, the written evaluation and recommendations will be communicated to the Superintendent by the ~~Board President~~ **Board of Education** at another designated time. ~~in the presence of at least one (1) other Board member.~~

Three (3) written copies of the final evaluation will be prepared by the Board President and will be distributed as follows: one (1) copy to the Superintendent, one (1) copy retained by the Board President, and one (1) copy to be placed in the Superintendent's personnel file. Upon receipt of the Board's written summative evaluation, the Superintendent may respond to the evaluation in writing and make the response a permanent attachment to the summative evaluation within thirty (30) days of the receipt of the Board's written evaluation.

- G. Conduct a ~~mid-year~~ **goal review** session.

A ~~mid-year~~ **goal review** session will be held in January, at which time the Board and Superintendent will have a full and open discussion of the status of all current District objectives. **conjunction with the spring Board-Administration retreat.** If problems are identified at this time, adjustments will be made and direction will be given as to how best achieve objectives in a timely manner.

- H. Upon the mutual agreement of the Board President and the Superintendent, the timelines in the procedures identified above may be adjusted if it is in the best interests of the Board of Education to do so.**

Adopted 6/26/2006  
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To Policy Committee 2/24/2014 Revised, Collins  
To Board of Education 1<sup>st</sup> Reading Collins