

Article 3: Superintendent Evaluation and Negotiations

Summary of Processes

As coordinated by the chair, the board will conduct fall and spring evaluations of the Superintendent. The fall evaluation is based on the evaluation model developed by the Minnesota School Boards Association (MSBA) and Minnesota Association of School Administrators (MASA). The spring evaluation is based on implementation of the Education Plan and other previously identified goals.

Pursuant to M.S. 123B.143, the school board may negotiate a subsequent contract with the Superintendent during the last year of his/her current contract. A decision about offering a subsequent contract will be made in November / December during the last year of the Superintendent's contract. This timing gives the Superintendent an opportunity to find other employment and time for the School Board to select the best possible candidate for the position.

Tentative Timelines

June	Board members review position description, evaluation process, form(s), and evaluation timeline.
October / November	<p>The Superintendent provides a self-evaluation and each board member completes an evaluation based on MSBA's model evaluation. The board chair develops a rough draft of an evaluation summary in preparation for the evaluation session by the board.</p> <p>During the evaluation session, board members discuss the evaluation, review the evaluation summary, set measurable and achievable goals, and identify acceptable supporting documents, evidence, and data to be used to measure performance. This session is closed unless the Superintendent requests it to be open. The meeting is audiotaped or videotaped.</p> <p>The chair presents a summary of the evaluation summary and goals at the next regular board meeting. The chair places the summary in the Superintendent's personnel file.</p>
November / December	The School Board makes a decision about offering a subsequent contract to the Superintendent. Negotiations immediately ensue or plans to find a replacement are developed.
January	The Superintendent and chair review the most recent evaluations, evaluation process, and evaluation forms with new board members.
April / May	<p>The Superintendent provides a self-evaluation and each board member completes an evaluation of progress toward completing the Education Plan and other previously identified goals. The board chair develops a rough draft of an evaluation summary in preparation for the evaluation session by the board.</p> <p>During the evaluation session, board members discuss the evaluation, review the evaluation summary, set measurable and achievable goals, and identify acceptable supporting documents, evidence, and data to be used to measure performance. This session is closed unless the superintendent requests it to be open. The meeting is audiotaped or videotaped.</p> <p>As per State law, the chair presents a summary of the evaluation summary and goals at the next regular board meeting. The chair places the summary in the Superintendent's personnel file.</p>