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1240 - EVALUATION OF THE DISTRICT ADMINISTRATOR

The Board ~~of Education~~ believes it is essential that it evaluate the District Administrator's performance periodically in order to assist both the Board and the District Administrator in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The Board shall annually, no later than August 15 evaluate the performance of the District Administrator. ~~() (See Policy 1110—Assessment of District Goals)~~ **[END OF OPTIONS]** Such evaluation shall include an assessment of:

- A. the progress toward the educational goals of the District;
- B. the working relationship between the Board and the District Administrator;

Such assessments will be based on defined quality expectations developed by the Board for each ~~critierion~~ **criteria** being assessed.

The Board and the District Administrator, jointly, shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted. Such a method may include:

- A. the District Administrator's own self-analysis of the current status of the District;
- B. a compilation of assessments by individual Board members, which shall then be reviewed jointly by the Board and District Administrator;
- C. evaluation interviews between the Board and District Administrator during which no other business is discussed;

Except for those periodic written evaluations required by law, not all evaluations that occur under this policy need to be reduced to a written document, provided that the Board is satisfied that a more informal process or outcome is sufficient at the time of the evaluation in question. However, at a minimum, a memo shall be inserted into the District Administrator's personnel file to document the date any verbal evaluation occurred. The Board President shall work with the District Administrator to ensure that sufficient meetings are scheduled so that the evaluation process can reach its conclusion in a timely fashion.

As an outcome of the evaluation of the District Administrator's performance, the Board should be prepared to judge the advisability of retention of the District Administrator and be prepared better to:

- A. **(X)** make decisions related to the District Administrator's contract renewal;
- B. determine the District Administrator's salary **()** and performance-based incentives **[END OF OPTION]**;
- C. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;
- D. establish specific objectives, the achievement of which will advance the District toward its goals;
- E. ~~() determine progress toward District strategic goals as outlined in Policy 1110—Assessment of District Goals;~~

Each time such a goal(s) is/are established, the Board will work with the District Administrator to identify measurement mechanisms and performance indicators related to assessing future progress on the goal(s).