

Superintendent Evaluation Process

Background:

Accompanying this page are copies of the forms for the formal year-end superintendent evaluation.

According to policy, “the goal of the superintendent’s formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent’s role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.”

Board Policy:

School board policy 302.5 identifies the steps in the BK Board’s superintendent evaluation process. Those steps are as follows:

1. Each board member will have an opportunity to individually complete a form to evaluate the superintendent.
2. The individual evaluations will be compiled by the board secretary into an overall evaluation by the entire board.
3. The board discusses its evaluation with the superintendent in closed session. Board members are encouraged to communicate their criticisms and concerns to the superintendent in a closed session.
4. The board president will develop a written summary of the individual evaluations, including both strengths and weaknesses of the superintendent, and place it in the superintendent’s personnel file to be incorporated into the next cycle of evaluations.

Recommended Action:

Board Secretary Thelma Martinez will soon be supplying each school board member with a form to complete for the superintendent’s annual evaluation.

I recommend individual board members complete these online forms for Board Secretary Thelma Martinez by Monday, July 5, 2021.