

## Letter of Agreement

### Superintendent Evaluation Timeline

This Letter of Agreement is entered into between the **Board of Education of the Chelsea School District** (the "Board") and **Superintendent Michael Kapolka** (the "Superintendent") to clarify and modify the evaluation timeline contained in the Superintendent's employment contract.

The Superintendent's contract states that the Board of Education shall evaluate the Superintendent annually no later than May 15, consistent with Michigan Compiled Laws Section 380.1249b, using the Michigan Association of School Boards Superintendent Evaluation Instrument.

The parties recognize that key district performance indicators used in the evaluation process, including district, state, and nationally normed assessment data, are often released later in the spring. Allowing additional time ensures that the evaluation process reflects the most complete and accurate information available.

#### Agreement

For the duration of the current Superintendent employment contract, the Board of Education and Superintendent mutually agree that the annual evaluation of the Superintendent shall occur **no later than June 15 of each year**.

All other provisions of the evaluation section of the Superintendent's employment contract, including the use of the MASB Superintendent Evaluation Instrument and the appeal procedures outlined in the contract, shall remain unchanged and in full force and effect.

Board President



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Dr. Erin Hunt-Carter

Date: 3/26/24

Superintendent



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Michael J. Kapolka

Date: 3/26/24