

Ashland School District 5

Code: **CBG**
Adopted: 3/08/10
Readopted: 5/08/17, date
Orig. Code(s): CBG/CBH

Evaluation of the Superintendent

The Board will formally evaluate the superintendent's job performance at least once each year. The evaluation will be based on the superintendent's job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent and their performance will be conducted in an executive session, unless the superintendent requests a session open to the public.¹ Such an executive session will not include a general evaluation of any district goal, objective or operation or of any directive to personnel concerning district goals, objectives, operations or programs. Results of the evaluation will be written and placed in the superintendent's personnel file.

The Board will:

1. ~~Establish procedures for evaluating the superintendent's performance in a constructive manner, focusing on any accomplishments as well as any inadequacies, and making clear expectations for performance based on:
 - a. ~~Job description and responsibilities;~~
 - b. ~~Progress made toward accomplishing annual Board objectives;~~
 - c. ~~Effective district operation in accordance with district policies and legal requirements.~~~~
2. ~~Evaluate the superintendent by no later than the June board meeting. If deficiencies in performance are noted during the evaluation, those specific deficiencies will be discussed again prior to November 1 of that year;~~
3. ~~The Board will evaluate the superintendent in his/her presence. If at any time, in the opinion of the majority of Board membership, the superintendent's services are deemed to be unsatisfactory, he/she will be notified in writing of the deficiencies or conditions that need to be corrected.~~

¹ Notice must be provided to the superintendent in accordance with OAR 199-0040-0030. The superintendent must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

- a. Identification of the Board;
- b. The time, date and location of the meeting;
- c. The purpose for which the Board proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the Board will be reviewing and evaluating the performance of the superintendent; and
- d. Information on how the superintendent may make a request for an open hearing.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied and provide the superintendent an opportunity to correct the identified concern(s). If, after such written notice, the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent in accordance with Board policy, the superintendent's employment contract, and applicable state law and rules. Provisions for evaluation, dismissal, non-renewal, or termination of the superintendent's employment by either the Board or the superintendent shall be set forth in the superintendent's employment contract and, where applicable, shall take precedence over this policy. Provisions for termination of the superintendent's employment either by the Board or the superintendent will be set forth in the superintendent's employment contract.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)
[ORS 332.107](#)
[ORS 332.505](#)

[ORS 342.513](#)
[ORS 342.815](#)

[OAR 581-022-1720](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

Cross Reference(s):

BDC - Executive Sessions
CB - Superintendent
CBA - Qualifications and Duties of the Superintendent