

---

## ADMINISTRATION

### Evaluation of the Superintendent

Procedures – The following procedures shall be used to evaluate the Superintendent's performance:

1. Prior to August 1 of each school year the Board of Directors and Superintendent shall jointly establish goals and objectives for the Superintendent to accomplish during the next 12 months.
2. The Superintendent shall make written mid-year and end-of-year goal progress reports to the Board as well as other periodic reports as deemed necessary by the Board or Superintendent. One report shall be made in January in anticipation of the Superintendent's annual evaluation that must occur by March 1. The second shall be made in June in anticipation of development of annual goals that must be discussed and agreed upon by August 1, for the coming school year.
3. The Board shall schedule executive sessions subsequent to the two goal-progress reports referenced in #2 for the purpose of providing an appraisal of the performance of the Superintendent. The appraisal to be completed by March 1 is the formal evaluation and shall utilize Form 1630F. Other appraisals may be informal, at the discretion of the Board. Additional informal executive sessions may be held as desired to discuss the performance of the Superintendent and the management of the District.
4. The superintendent's performance evaluation shall be based on the following elements:
  - 4.1 Established evaluative criteria which are applicable to all administrators as referenced in RCW 28A.405.110.
  - 4.2 Responsibilities defined in the job description for the Superintendent's position.
  - 4.3 Board/Superintendent developed performance goals and objectives.
  - 4.4 Areas of responsibility as outlined on Form 1630F.
5. Board members shall individually complete evaluation form 1630F. They shall then meet in executive session independent of the Superintendent to compile their individual evaluations into a single Board composite and discuss the Superintendent's performance on goals and objectives.
6. The Board shall provide a copy of the composite evaluation and meet with the Superintendent in executive session to discuss ratings and comments included on the evaluation form.
7. The Board President and Superintendent shall jointly prepare a written summary of the evaluation findings and any direction that may have evolved from their joint discussions.

*Revision Date: July 9, 2007*