

Hutchinson Public Schools Superintendent Evaluation Procedure

PURPOSE

An evaluation is conducted to provide the Superintendent with the Board of Education's assessment of his/her performance strengths and weaknesses. An evaluation is meant to enhance communication between the Superintendent and the Board so as to strengthen their working relationship, and it will serve to provide an opportunity to reinforce effective performance and guide change and improvement.

PROCEDURE

1. ~~On November 1 and May 1~~ Following the May meeting of the Board of Education, evaluation instruments will be distributed to each board member.
2. Each board member will complete (ranking and supporting comments for each standard element) and submit the evaluation instrument individually, ~~and sign and return to the Board Chair~~ not later than November 15 and May 15~~30~~.
3. The Board Chair or his/her designee will prepare a composite evaluation form to include all comments. The source(s) of the comments will be identified. Additional copies of the composite evaluation will be produced for other board members.
4. The Board Chair or his/her designee will deliver as soon as available (or by December 1 and June 1) the original composite to the Superintendent for his/her review.
5. ~~Prior to the June meeting of the Board of Education,~~ By December 1 and June 1 each board member will be given a copy of the composite evaluation for his/her perusal. The board, during the meeting and in executive session, will conduct an evaluation interview with the Superintendent. The Superintendent's annual goals will also be discussed and mutually agreed upon.
6. Immediately following the executive session in December and June, all composites will be given to the Superintendent for disposal. Board members will be expected to delete the electronic version of the composite. The original composite will be signed by both the Superintendent and the Board Chair, and placed in the Superintendent's personnel file.
7. If the board deems it necessary to add an evaluation marker for a given year, it must be presented to the Superintendent by the first day of the academic year.
8. ~~On December 1, evaluation instruments will be distributed to each board member. A mid-year professional goal evaluation executive session will be conducted in December.~~
9. ~~Each board member will complete and submit the evaluation instrument individually, no~~

~~later than December 15.~~

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- ~~10. Immediately following the executive session, the Board Chair will write a public summary of progress. This document will be signed by both the Superintendent and the Board Chair, and placed in the Superintendent's personnel file.~~