

**EVALUATION
SUPERINTENDENT OF SCHOOLS**

The regulations below identify the guidelines, criteria, and process for the evaluation of the Superintendent of Schools.

- I. General Guidelines to Assist in the Annual Evaluation
 - A. The Superintendent should be involved in the development of the standards with which he/she will be evaluated, or at least accept previously developed standards as appropriate to his/her current operations.
 - B. The evaluation should be at a scheduled time and place at an executive session with all board members present.
 - C. The Board, as a whole, should meet with the Superintendent to discuss the evaluation which should include a discussion of strengths as well as weaknesses.
 - D. Both parties should prepare for the evaluation – the Superintendent by submitting an update on performance goals and other pertinent information, the Board by examining various sources of information relating to the Superintendent’s performance.
 - E. The Board need not limit itself to the topics that appear on the evaluation form.
 - F. The Board’s judgment should be supported by as much rationale and objective evidence as possible. The evaluation process should include individual Board members’ opinions, but the final summary evaluation should reflect the collective judgment of the Board.

II. Criteria for Evaluation of Superintendent

As the chief executive officer, the Superintendent supervises the overall administration of the school system and serves as the secretary to the School Board. In accordance with the policies of the Board, the Superintendent shall provide professional leadership in the system and shall administer and supervise the schools in such a way as to secure improvement of educational opportunities. In addition to the statutory duties, the Superintendent of Schools shall have general supervision of all activities under the control of the Board. The Superintendent is expected to make such rules and give such instructions to school employees as may be necessary to carry out the responsibilities of the office.

III. Process of Evaluation

The evaluation of the Brunswick School Superintendent shall be on a July 1 to June 30 basis, culminating in the annual formal evaluation of the Superintendent by the end of June.

- A. In January of each year the School Board and the Superintendent will, together, develop proposed goals and objectives. These goals and objectives will be approved by the Board, normally at the regular February School Board meeting.
- B. The School Board may elect to conduct an interim review of progress on the goals and objectives in January.
- C. At the May Board meeting, the Superintendent shall provide each Board member a current job description and a self-evaluation assessing the work he/she has done to accomplish the goals and objectives approved in February.
- D. At the May Board meeting, a copy of the "Evaluation Form for the Superintendent of Schools" (FILE CBI-E) will be distributed to each Board member so that each member may complete an evaluation of the Superintendent.
- E. No later than two weeks before the June evaluation meeting of the Board with the Superintendent, one copy of the completed evaluation form shall be delivered by each member to the Board Chairperson or his/her designee so that the comments may be compiled for distribution to Board members not less than seven (7) days before the evaluation meeting.

Any comments about the compilation should be communicated to the person preparing the compilation. The compilation, revised if necessary, will be distributed to the Superintendent no less than two (2) days before the evaluation meeting.

- F. The evaluation session shall be conducted in executive session, and the Superintendent and School Board members shall be given full opportunity to discuss the observations and conclusions which are made on the evaluation forms.
- G. A final summary of the evaluation will be prepared in writing by the Board Chairperson or his/her designee and sent to the Superintendent and School Board members by July 31st.
- H. Individual evaluation forms will be available for Board member review upon requests. All documents associated with the evaluation are confidential materials.

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