

Procedure - Evaluation of the Superintendent

Criteria

The criteria for the evaluation of the superintendent shall include, at a minimum, the categories listed in [RCW 28A.405.100](#). These are:

- Knowledge of, experience in, and training in recognizing good professional performance, capabilities, and development;
- School administration and management;
- School finance;
- Professional preparation and scholarship;
- Effort toward improvement when needed;
- Interest in pupils, employees, patrons, and subjects taught in school;
- Leadership; and
- Ability and performance of evaluation of school personnel.

Objectives

The superintendent's annual evaluation will be completed by March each year. A substantial portion of the evaluation will be based on performance objectives contained in the Board and Superintendent Priority Goal Areas ("Priority Goal Areas"). Many data points supporting those objectives are expected to be provided by OSPI in the summer and fall.

The board recognizes a balance is needed between presenting a single, cohesive board evaluation and communicating the range of individual board member perspectives without diminishing or confusing the board's unified view. Different boards and superintendents may prefer different ways to manage this balance.

One technique, listed here as an example only and not as any sort of expectation or requirement, would be:

- Any rating placed in the highest or lowest category by a board member should include an explanatory comment.
- Those explanatory comments will be included with the evaluation summary provided to the superintendent by the board chair or a designee.
- The board chair or designee may also prepare a summarized synthesis of the board's overall view for any category. This allows the chair to present a coherent summary while ensuring the superintendent sees any strongly positive or negative perspectives.

Timeline (aspirational)

This timeline is intended as a guide to help the process conclude by March; it is not mandatory.

A. By the January board meeting

- The superintendent provides the board with sufficient data to evaluate performance in the Priority Goal Areas.
- Current evaluation forms are distributed to each board member and to the superintendent, along with a stamped, pre-addressed envelope for return to the board chair.

B. By February 5

- Board members submit their completed evaluations by mail to the board chair.
- The superintendent submits a self-evaluation using the same form to the board chair.

C. February 5–15

- The board chair aggregates the reviews, prepares a composite that also displays the superintendent's self-ratings, and drafts summarized comments to accompany the evaluation. The chair may enlist assistance from any board members as needed.

D. February board meeting

- In Executive Session, the board reviews member comments, the superintendent's self-evaluation, and the chair's draft composite and summarized comments, and determines whether revisions are needed.

E. By March 10

- The board chair and vice chair meet with the superintendent to review the aggregated composite evaluation, compare it with the superintendent's self-evaluation, discuss areas of differing perception, and agree on a plan of focus and next steps. A follow-up meeting may be scheduled if helpful.

F. March board meeting

- In Executive Session, the board discusses the superintendent's performance, including outcomes of the chair/vice chair meeting with the superintendent.

Adoption Date: **01.26**

Revised Dates:
