

## EVALUATION OF THE SUPERINTENDENT

The board will establish evaluative criteria and will be responsible for evaluating the performance of the superintendent.

The superintendent will have the opportunity for confidential conferences with the board members on no less than three occasions in each year, for the purpose of aiding of the superintendent in his/her performance. The board, on the basis of the evaluation, may terminate, renew or extend the superintendent's contract for periods not to exceed three years.

### Legal References:

RCW 28A.400.010 Employee of Superintendent-  
superintendent's qualifications,  
general powers, term, contract  
renewal

Revised: February 13, 2014  
Adoption Date: February 25, 1999  
North Kitsap School District

## Superintendent Evaluation Timeline and Summative Evaluation Process 2018 – 2019

### **Timeline (Specific process to accompany timeline is on the following page)**

The evaluation of a Superintendent is a year-round process which necessitates that the Board and Superintendent check in throughout the year in regards to progress towards goals and to provide general communication and feedback. Below are some notable dates for the evaluation process.

- Mid August 2018: Superintendent Goals drafted and submitted for feedback and identification of applicable evaluation standards
- August 29, 2018 special meeting: Superintendent Goals approved, mutual agreement on evaluation standards to be used in the evaluation process
  - Was delayed to 13 September 2018 for additional discussion with adoption slated for 27 September 2018
- November, 2018 (during WSSDA conference): informal (formative) check in on Superintendent progress
- Week of February 11, 2018: mid-year formative check in on Superintendent progress with a focus on commendations/recommendations.
  - Superintendent and directors complete the evaluation instrument for collaborative discussion on progress to date
  - Superintendent provides evidence and appropriate documentation outlining progress to date
  - Board provides Superintendent notice regarding contract extension status
  - Board provides Superintendent with specific direction for any areas identified for improvement
- May 2018: Summative evaluation process, including:
  - Week of May 6 – directors complete the evaluation instrument individually and superintendent completes evaluation instrument as self-reflection. The board president (or designee) compiles the results into a comprehensive document for review the following week.
  - Week of May 20 – executive session to discuss director’s individual rankings and superintendent self-reflection. Superintendent provides evidence and documentation supporting progress. Board will then recess to complete summative evaluation document and then meets with the Superintendent to discuss the completed evaluation.
  - Week of May 27 – contract provisions/discussion between board president and Superintendent, finalize updated contract
  - Week of June 3 – contract reviewed by legal counsel
- June 13, 2018: Contract approved at school board meeting

It is important for the board to provide the Superintendent notice of any performance concerns in a timely way so as to afford the Superintendent the opportunity to address those concerns and/or present evidence in support of their work.

## Summative Evaluation Process

The summative evaluation will be based on three elements:

- Standards-based evaluation based on national standards (specific standards will be mutually agreed upon by the Board and Superintendent annually)
- Progress towards goals
- Superintendent reflection

For the summative evaluation, the process will be:

- In early May, each director will complete the evaluation document regarding progress towards goals and evaluation of the Superintendent on the identified standards. At the same time, the Superintendent will complete the evaluation document as a self-reflection.
  - The value of this process relies on the comments provided by individual directors. Directors should be articulate and specific when filling out comments.
- The rubric for scoring goals is simply “met goal” “demonstrable progress toward goal” “inadequate progress toward goal”
  - If a director marks “inadequate progress” a comment is necessary to provide context regarding the score.
- The rubric for scoring the standards is based on the TPEP model and has four options: unsatisfactory, basic, proficient, distinguished.
  - If a director marks the superintendent as basic, unsatisfactory OR distinguished, a comment is necessary to provide context regarding the score.
- Members and the Superintendent send their individual evaluations to the Board President, who in turn compiles them into a single document, using color-coding to assign each participant a color to identify their scoring and comments during the summative evaluation meeting.
- The board and superintendent meet for the summative evaluation. During this meeting:
  - The superintendent will report on their personal reflection, including accomplishments and areas of challenge/growth. The superintendent will provide evidence and data to support their reflection.
  - The board president will then hand out the compiled evaluations to all directors and the superintendent, and provide time for all to read and review scores and comments.
  - After everyone has read the document, the president will lead the group through a discussion about each part of the evaluation.
  - Again, the value of this discussion relies on the directors being articulate and specific in providing feedback to the superintendent.
  - After everyone is satisfied with the conversation, the Superintendent will step out of the meeting, and the board will engage in a discussion with the intent of collectively scoring the Superintendent on the Overall Report for the evaluation document (Part 3). This is done via consensus of the entire board.
  - All individual board director comments should be included in the final document.
  - During this discussion the board should also come to consensus on the superintendent’s contract extension and salary adjustments.
- The board then meets with the superintendent within a week’s time to discuss the Overall Report for the evaluation (Part 3). The board president and superintendent will sign off on the Overall Report during this meeting, at which point the Overall Report (Part 3) goes into the superintendent’s personnel file.
  - During this meeting, contract changes should also be discussed, and verbal dialogue regarding any items that need explanation or further information regarding the contract is encouraged.
- Following the approval of the new contract, the Superintendent will set goals for the following school year with the intention of having draft goals prepared for the annual August board retreat.