

**BEMIDJI AREA SCHOOLS
EVALUATION OF THE SUPERINTENDENT**

The annual evaluation of the Superintendent is based upon the criteria, as contained within the Superintendent's position description. The following procedures apply to the evaluation:

I. Annual Goals and Objectives for the School System

- A. The Board of Education, at a School Board meeting in April of each year, will generate a list of goals and objectives for the district for the subsequent year. It will be the responsibility of the Superintendent of Schools to see that these goals and objectives are accomplished.

The following procedure will be utilized in the development of annual goals and objectives:

1. The Superintendent and Board will review the goals and objectives of the previous year in March of each year.
 2. The Superintendent will then survey staff and individual Board Members to identify areas of concern. The Superintendent will draft a list of proposed goals and objectives for the following year. Each proposed goal or objective will contain a set of suggested procedures for its accomplishments, and criteria for determining how well it is accomplished.
- B. The Superintendent and staff will implement activities designed to accomplish the goals.

II. Evaluation of the Superintendent of Schools

A. Progress Review

1. The Board will conduct a progress review of the goals and objectives at a January Board meeting.
2. The Superintendent will provide the Board with a brief written summary of progress to date at least one week prior to that meeting.

B. Final Evaluation of the Superintendent of Schools

1. Final evaluation of the Superintendent's performance will take place a Board meeting in June.

2. The Superintendent will provide the Board with a progress report on each goal at least one week prior to the meeting.
3. At the meeting, the Board will discuss with the Superintendent, performance with respect to the position description (copy attached) for the preceding year. This discussion will focus on the attainment of the goals and the Superintendent's performance with respect to the job description.
4. Individual Board Members will rate each goal (copy attached) and complete a Performance Summary (copy attached) rating the Superintendent's performance.
5. The Board Chair will summarize the individual ratings after the meeting and will present the Superintendent and the Board with a composite, written evaluation summary. This summary will contain an overall assessment of all areas of performance, and will describe specific strengths and weaknesses. Suggestions for improvement will also be contained in the summary.

Directions for Use of Form

The evaluation of the Superintendent is first achieved by each individual Board Member rating the Superintendent in each category for which the Board Member has sufficient information. Following the individual rating, the Board will meet as a group to review the response and formalize the written evaluation, including specified comments at appropriate. Actual individual marks and an arithmetical average will be shown on each item.

The following five rating categories are provided:

- (4) Above Average
- (3) Satisfactory
- (2) Needs Improvement*
- (1) Unsatisfactory*
- (0) Work in Progress – Too soon to evaluate.**

* If the Board marks “Need Improvement” or “Unsatisfactory,” specific comments that would provide the basis for improvement are required.

** Will not be part of the arithmetical average.

SUPERINTENDENT EVALUATION

- Scoring:**
- (4) Above Average
 - (3) Satisfactory
 - (2) Needs Improvement
 - (1) Unsatisfactory
 - (0) Work in Progress – Too soon to evaluate.

A. Board/Superintendent Relationship Rating

The Superintendent:

- 1. Keeps the Board informed on issues, needs, and operation of the school system. _____
- 2. Offers professional advice to Board Members on items requiring Board action, with appropriate recommendations and cautions. _____
- 3. Recommends and executes School Board policy. _____
- 4. Has impartial, working relationship with the Board, which includes open lines of communication with all Board Members. _____
- 5. Provides the Board with sufficient written material and/or verbal information it needs to make informed decisions. _____
- 6. Implements the Board's goals with end-of-year reporting of progress. _____
- 7. Helps School Board Members understand rules and regulations. _____
- 8. Updates the School Board on new laws and upcoming legislative issues. _____

B. Community Relationships

The Superintendent:

- 1. Develops friendly and cooperative relationships with all publics (media, patrons, staff, business, agencies). _____
- 2. Is respected as a leader in the community and in public education. _____
- 3. Employs collaborative/participatory process appropriately. _____
- 4. Solicits opinions from all publics and gives attention to problem areas. _____

C. Staff and Personnel Relationships

The Superintendent:

- 1. Treats personnel fairly without favoritism or discrimination, while insisting on quality performance. _____
- 2. Evaluates performance of principals and central office administrators Annually. _____
- 3. Provides effective leadership in the collective bargaining process in meeting the Board's negotiations goals. _____

- 4. Establishes mutually respectful relationships with the staff. _____
- 5. Recruits and recommends the best available personnel for employment. _____
- 6. Works effectively in resolutions of legal issues. _____

D. Business and Finance

The Superintendent:

- 1. Evaluates the financial needs of the district and provides the Board timely and accurate information. _____
- 2. Establishes and uses sound processes for budgetary decisions. _____
- 3. Develops and implements short- and long-range written plans for facilities, sites, and capital needs of the district. _____

E. Performance Standards

The Superintendent:

- 1. Is articulate in written and oral communication. _____
- 2. Devotes time and energy effectively. _____
- 3. Demonstrates ability to work well with individuals and groups. _____
- 4. Keeps the focus on the district mission. _____

F. Leadership

The Superintendent:

- 1. Provides purpose and direction for individuals and groups. _____
- 2. Facilitates the development and implementation of a shared vision for the school district around the district mission. _____
- 3. Formulates short- and long-term goals for the school district. Implements the district philosophy of education and provides leadership in achieving district goals. _____
- 4. Plans change efforts with staff by setting priorities in the context of community and district priorities. _____
- 5. Facilitates teamwork by promoting a climate of collaborative/participatory decision-making when appropriate. _____
- 6. Provides intellectual stimulation and supports innovation that leads toward improvement of the school district's education programs and student achievement. _____
- 7. Creates a safe environment for staff and students. _____
- 8. Assesses facility needs and reports to the School Board in a timely manner. _____

Summary:

1. Commendations:

2. Recommendations for Improvement:

3. Goals for School Year 1999-2000:

The overall rating of the Superintendent is:

<input type="checkbox"/>	ABOVE AVERAGE	<input type="checkbox"/>	SATISFACTORY
<input type="checkbox"/>	NEEDS IMPROVEMENT	<input type="checkbox"/>	UNSATISFACTORY