

**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. Offers professional advice to Board Members on items requiring Board action, with appropriate recommendations and cautions. Provides the Board with sufficient written material and/or verbal information it needs to make informed decisions. _____
- 2. Recommends and executes School Board policy. _____
- 3. Has impartial, working relationship with the Board, which includes open lines of communication with all Board Members. _____
- 4. Helps School Board Members understand rules and regulations. 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 viewed as a leader in the community and in public education. _____
- 3. Employs collaborative/participatory process as appropriate _____

C. Staff and Personnel Relationships

The Superintendent:

- 1. Treats personnel fairly without favoritism or discrimination, while insisting on quality performance. Establishes mutually respectful relationships with the staff. _____
- 2. Evaluates performance of principals and cabinet annually. _____
- 3. Provides effective leadership in the collective bargaining process in meeting the Board's negotiations goals. _____
- 4. 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. Demonstrates ability to collaborate with individuals and groups. _____
4. Keeps the focus on the district strategic plan. _____

F. Leadership

The Superintendent:

1. Facilitates the development and implementation of a shared vision for the school district around the strategic plan. _____
2. Formulates short- and long-term goals for the school district. Implements the district philosophy of education and provides leadership in achieving district goals. _____
3. Creates a safe environment for staff and students by promoting a climate of collaborative/participatory decision-making when appropriate. _____
4. Provides instructional leadership that supports innovation that leads to improvement of the school district's educational programs and student achievement. _____

Summary:

1. Commendations:

2. Recommendations for Improvement:

3. Goals for School Year 2022-2023:

	<u>Goal Met</u>	<u>Did Not Meet</u>
Goal 1: Rebuilding Enrollment Metric: State District ADM Report Target: At the end of the 2023-2024 School Year, Overall Enrollment will increase by 3% over the 2021-2022 District ADM Report		
Goal 2: Enhance School Security Metric: Communication and Procedures Target: All Buildings will have Secure Entrances by the end of December 2022. Our Emergency Plan will be fully implemented and communicated to all internal stakeholders by the end of December 2022, including crisis communications systems. By the end of the 2022-2023 academic year, one tabletop exercise with leadership and emergency responders for emergency preparedness.		
Goal 3: Increase Mental Health Services Metric: List of increased mental health supports for staff and students over and above what was available for the 2021-2022 academic year. Target: Increased mental health supports		

The overall rating of the Superintendent is:

ABOVE AVERAGE SATISFACTORY
 NEEDS IMPROVEMENT UNSATISFACTORY