

**SUPERINTENDENT EVALUATION PROCEDURE**

**Format of Evaluation Instrument**

The Board shall ~~approve~~ ~~adopt~~ a superintendent evaluation instrument that is reasonably related to the superintendent’s job description and the goals and objectives of the District. **[Optional: The Board shall review the superintendent’s job description and evaluation before issuing a new superintendent contract and provide a copy of these documents to the Superintendent when offering a new contract.]** The evaluation instrument shall require board members to rate the superintendent’s performance as either satisfactory or unsatisfactory in each area of performance identified in the job description. If a board member rates the Superintendent as unsatisfactory in any area, s/he shall provide an explanation and recommendations for improvement in the evaluation. ~~The Board shall not assign an overall performance rating to the superintendent’s evaluation.~~

**Evaluation Process**

**[Optional: Each month, as part of the regular school board meeting, board members should complete a superintendent evaluation worksheet to track the superintendent’s performance and to assist with completing the biannual evaluations required by state law.]**

The Board shall evaluate and assess the performance of the Superintendent according to state law.

Twice a year, the Board President shall schedule a board meeting to discuss and approve the superintendent’s evaluations on or before the deadlines for evaluation completion established by law. The Board President shall disseminate the evaluation instrument to individual board members prior to such meetings, set a deadline for their return, and collect and combine the completed evaluations prior to the meeting.

For any performance area rated as unsatisfactory, the Board, through roll call vote, shall approve all comments explaining this rating and all recommendations for improvement. All board-approved comments and recommendations shall be included on the evaluation that the Board provides to the Superintendent.

**Post-Approval Procedures**

Upon approval of the evaluation, the Board shall discuss the evaluation with the Superintendent. The Board President shall present a ~~written~~ copy of the approved evaluation to the Superintendent. ~~The Superintendent’s evaluation shall become part of and shall file all evaluations approved by the Board in the superintendent’s personnel record.~~ Superintendent evaluations shall be retained for six years after the Superintendent separates from district employment.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- CAAA-E, Superintendent Job Descriptions
- CAAB-E, Sample Motion for Superintendent Evaluation