

## Evaluation of the Superintendent

As per Washington State Law, the Board of Directors has the responsibility to evaluate the superintendent on an annual basis.

The evaluation process provides for accountability to the Board of Directors and assures patrons that the Board of Directors is accountable to the larger community. The process provides a clear direction to the superintendent and allows a venue to recognize excellence and work on deficiencies. The process helps to foster communication between the board and the superintendent.

The evaluation criteria are based on contractual agreements between the board and superintendent, the superintendent's job description, and evaluation instrument based on the Washington Standards-Based Superintendent Evaluation, and annually established Superintendent goals.

It is the responsibility of each board member to remain familiar with the contractual agreement and the job description.

- A. Before October 1, the Superintendent and the Board will agree to a subset of no more than three strands from the standards from the WSBSE to be used in the upcoming evaluation. These will be established in a regular board meeting, and the selected strands will be attached to this procedure. The Board and Superintendent shall also jointly identify goals for the Superintendent.
- B. There will be a minimum of two meetings per year between the superintendent and the Board of Directors for the purpose of evaluating the superintendent's performance. One of these meetings will be a mid-year evaluation, and it shall be held prior to February 1 of each year. Prior to the February 1 meeting, the Superintendent shall provide a report to the board regarding his/her progress towards their annual goals to all board members.
- C. The summative evaluation shall take place annually during the month of May. As part of the summative evaluation process, the Superintendent and all Board Members shall independently evaluate the Superintendent using the approved evaluation instrument.
- D. The president of the board or his/her designee will be asked to compile the individual responses into a final composite report to be used as the official evaluation instrument. This document will form the basis for discussion between the board and superintendent at the summative evaluation meeting. A portion of the meeting shall be used to discuss the prior year's goals, progress toward the goals and to establish goals for the following year.

- E. The superintendent may, within ten days, submit a written response to the board's evaluation. The response shall be communicated to board members and be attached to the annual evaluation document.
- F. Any changes to the superintendent's contract resulting from the evaluation process will be discussed and agreed upon prior to the first board meeting in June annually, including contract extension.

Revised NK052919  
Revised NK091417  
Revised NK2014  
Revised NK012810  
Adopted NK022599