

4057
SUPERINTENDENT EVALUATION

The Board of Education shall annually evaluate the Superintendent in accordance to Nebraska Statute.

Purpose: The purpose of the formal job evaluation is:

1. To provide a means of rational, structured communication between the Board and Superintendent to create a more constructive and working relationship.
2. To provide a basis for commending, rewarding and reinforcing good work, as well as identifying areas where the Superintendent needs to improve.
3. To clarify the Superintendent's role and inform the Superintendent of the Board's expectations.

Dates: The annual evaluation shall take place at the regularly scheduled December Board of Education Meeting. An additional evaluation shall be conducted during the regularly scheduled June Board of Education Meeting in the Superintendent's initial employment year. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his or her evaluation an agenda item for the board meeting.

Evaluation Document: The Superintendent shall submit a recommended evaluation document to the Board. The evaluation document will be approved by the Board of Education. The approved evaluation document shall be periodically reviewed and revised by the Board of Education.

Evaluation Procedures: Each board member shall have the opportunity to evaluate the Superintendent and complete an evaluation document. The individual evaluations shall be compiled into a single document by the Board President and discussed with the Superintendent. Further discussion shall take place in the regularly scheduled Board of Education Meeting as an agenda item. The Superintendent's evaluation may be conducted in closed session if it is necessary to prevent the needless injury to the Superintendent's reputation and he or she has not requested it be in open session.

Personnel File: The evaluation shall be signed by the Board President and the Superintendent and placed in the Superintendent's personnel file. The Superintendent may provide a written response to the evaluation of the Board. A copy of the response shall also be placed in the Superintendent's personnel file. The Board may meet with the Superintendent to discuss the written response.

Adopted on: **August 19th, 2013**

Revised on: **August 17th, 2015**

Reviewed on: **November 20, 2023**