**Monitoring Superintendent Performance** **B/SR-5**

The Superintendent's job performance will be monitored systematically and rigorously against the two Superintendent job expectations: organizational accomplishment of the Board's Ends policies, and organizational operation within the boundaries established in the Board's Executive Limitations policies.

Accordingly:

1. Monitoring determines the degree to which Board policies are being met. Information that does not contribute directly to this purpose is not considered monitoring data.

2. The Board will acquire monitoring data on Ends and Executive Limitations policies by one or more of three methods:
   a. By internal report, in which the Superintendent discloses and certifies compliance information to the Board.
   b. By external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies.
   c. By direct Board inspection, in which the Board assesses compliance with the appropriate policy criteria.

3. In every case, the standard for compliance shall be whether the Superintendent has reasonably interpreted the Board policy being monitored. The Board will make the final decision as to whether a Superintendent interpretation is reasonable. At the meeting the monitoring report is presented, the board will either accept the report as written or table it for discussion at the next board workshop. When approved, the chair is authorized to sign the appropriate response document (B/SR-5 ENDS or B/SR5 MEANS) signifying the monitoring report meets the expectations of the board or that corrective action by the superintendent must be taken to meet board expectations.

4. All policies which instructs the Superintendent will be monitored on schedule according to a frequency and by a method chosen by the Board. The Board may monitor any policy at any time by any method, but ordinarily will depend upon the following schedule and method:

| **Ends Policies** | **Method** | **Frequency** |
|---|---|---|
| E-1 District Mission | Internal Report | October |
| E-2 Academic Achievement | Internal Report | October |
| E-3 Personal Skill Development | Internal Report | October |
| E-4 Social Skill Development | Internal Report | October |

| **Executive Limitations Policies** | **Method** | **Frequency** |
|---|---|---|
| EL-1 Board Relations | Internal Report | January |
| EL-2 Community Relations | Internal Report | April |
| EL-3 Staff Relations | Internal Report | August |
| EL-4 Business and Finance | Internal Report | May |
| EL-5 Educational Leadership | Internal Report & Direct Inspection | November |

**Monitoring Superintendent Performance** **B/SR-5 Cont.**

| Executive Limitations Policies Cont. | Methods | Frequency |
|---|---|---|
| EL-6 Staff Evaluations | Internal Report | June |
| EL-7 District/School Improvement Plans | Internal Report<br>Direct Inspection | September |
| EL-8 Student Safety, Attendance, Conduct and Discipline | Internal Report | February |
| EL-9 Student, Parent and Staff Feedback | Internal Report<br>Direct Inspection | March |

5. In conjunction with the Ends policies and Executive Limitations policies monitoring reports, the Board will use the eleven (11) criterions as part of the superintendent evaluation rubric using the following schedule:

| Evaluation Rubric | Frequency |
|---|---|
| Criterion-1 Board Relations | January |
| Criterion-2 Community Relations | April |
| Criterion-3 Staff Relations | August |
| Criterion-4 Business and Finance | May |
| Criterion-5 Educational Leadership | November |
| Criterion-6 Staff Evaluations | June |
| Criterion-7 District/School Improvement Plans | September |
| Criterion-8 Student Safety, Attendance, Conduct and Discipline | February |
| Criterion-9 Student, Parent and Staff Feedback | March |
| Criterion-10 Student Growth and Achievement | October |
| Criterion-11 Personal Qualities | July |

6. Each January the Board will conduct a formal evaluation of the Superintendent. The evaluation will be based upon data generated during the year in monitoring reports as well as the eleven criteria that are included in the superintendent evaluation rubric. A written evaluation document will be prepared, compiling the results from each Board member to produce an overall evaluation rating. The Superintendent will review the document with the Board in executive session. The report will be signed by both the Superintendent and the Board Chairperson. The final evaluation document will consist of:
   a. All eleven criterion rubric rating sheets with the individual Board members ratings shown as an overall framework.
   b. For any rating above or below proficient, specific evidences from monitoring reports and/or direct inspections will be included.
   c. And include an improvement plan if less then proficient rating is used that addresses the policy implications stemming from insufficient progress toward meeting the Ends, or failure to operate within the boundaries of the Executive Limitations policies.

   Nothing in this policy will be construed to imply in any manner the establishment of any personal rights not explicitly established by statute, Board policy, or contract. All employment decisions regarding the Superintendent remain within the sole and continuing discretion of the Board.

***Adopted: TBD***
***Monitoring Method: Board Self Assessment***
***Monitoring Frequency: Annually in December***