**Annual Summative Evaluation of the Superintendent** **B/SR 6**

The Board's Policy B/SR-6 provides:

As part of the ongoing monitoring process, each month (except December) as per Board policy B/SR-5, Board members will provide to the Board chairperson the required evaluation rubric document on the corresponding superintendent evaluation criterion no later then five (5) calendar days from the date the monitoring report is due to the Board. The Board chairperson shall then provide to the superintendent copies of all submitted reviews within five (5) calendar days in order to provide timely feedback so any necessary changes in superintendent performance can be made. If discussion is needed regarding superintendent performance, it shall be done in executive session at the soonest available opportunity.

Annually during the month of January, the Board will produce a formal summative evaluation report on overall superintendent performance using the individual criterion reviews that were provided throughout the year. The summative evaluation write-up will be based upon the accumulated data derived from monitoring reports on the Board's Ends and Executive Limitations policies during the previous calendar year along with the average of the individual criterion reviews provided throughout the year. However, the Board retains the right to make adjustments to all previous monthly assessments if additional information is made available.

The Board chair using the entire superintendent evaluation rubric document will prepare a summative written evaluation document that will serve as the official evaluation of superintendent performance. The superintendent and Board shall review this final summative evaluation document in executive session. Additionally, the Board and superintendent will have an informal end of school year review in June as a mid-year check in, but no summative write-up is required.

The purpose of the formal annual evaluation (and end of year review) of the superintendent is to summarize actions previously taken by the Board as it monitored Ends and Executive Limitations policies throughout the previous twelve months. This evaluation write-up is to provide a systematic review of the superintendent's performance over time as part of an on-going monitoring process relative to organizational performance and consequently the superintendent's performance. Nothing in this policy prevents the Board from not extending the superintendent's contract or terminating with cause. It is fully understood that the superintendent serves at the will of the Board.

***Adopted: TBD***
***Monitoring Method: Board Self Assessment***
***Monitoring Frequency: Semi-Annually in January and June***