215 - SUPERINTENDENT OF SCHOOLS/CEO EVALUATION

Purposes of the Evaluation

The Superintendent of Schools/CEO (the "Superintendent") and the Board of Education recognize the need to evaluate the Superintendent's performance. The timetable for evaluation is set out in the Employment Contract of the Superintendent, and the evaluation process is described in this policy. The intent of the evaluation is to:

1. Determine the effectiveness of the Superintendent's performance in achieving the Board's objectives and performing the duties as described in the Superintendent of Schools/CEO Role Description (Policy 210).

2. Discuss the conclusions reached about the Superintendent's performance with the Superintendent and provide direction for future action when deemed necessary.

3. Enable the Board to appreciate and commend the Superintendent's contribution to achieving the goals of the School District.

4. Enhance the working relationship between the Board and the Superintendent.

5. Promote the professional growth of the Superintendent.

6. Assist the Board in decisions relative to continued employment and compensation.

Procedures for Evaluating the Superintendent of Schools

There are two procedures used to evaluate the performance of the Superintendent:

- Annual Review of Performance (as defined in Policy 210 – Superintendent of Schools/CEO Role Description) and the Senior Management Team Workplan
- Comprehensive Performance Evaluation of the Superintendent of Schools

1. Annual Review of Performance

The Annual Review of Performance will be based on:

- the Superintendent of Schools/CEO's Professional Goals and Objectives
- the Senior Management Team Workplan

and meeting other objectives as determined by the Board.

2. Comprehensive Performance Evaluation of the Superintendent of Schools

Methodology

2.1 The Comprehensive Performance Evaluation should be done in year two of the contract of a new Superintendent, and subsequently in the year prior to the renewal of the Superintendent's contract.

2.2 The Evaluation Form entitled Form F215 - Superintendent of Schools Evaluation shall be reviewed by the Executive Staff Management Committee in consultation with the Superintendent, for the Board's consideration and authorization. The Evaluation Forms shall be distributed to Trustees, the Superintendent's Leadership Team, and a selection of Principals.

2.3 The completion of the Evaluation Form is mandatory for Trustees and the Superintendent's Leadership Team members. Principals are strongly encouraged to complete the form.

2.4 The data from the completed forms shall be compiled by the Executive Assistant to the Board, or an outside consultant, under the guidance of the Chair of the Executive Staff Management Committee. A copy of the compilation of the completed evaluation forms shall be distributed to Trustees and the Superintendent.

2.5 The Executive Staff Management Committee shall review the compiled data and a summary report will be prepared by the outside consultant or the Executive Staff Management Committee for the Board's consideration; the report may contain recommendations for the consideration of the Superintendent.

2.5.1 The Superintendent may write a response to the comments and forward it to the Board.

2.6 The report on the evaluation will be considered by the Board in an Executive Session (i.e. without the Secretary-Treasurer/CFO, the Superintendent, or the recording secretary) and a motion related to the Superintendent's performance shall be prepared. The Secretary-Treasurer/CFO will be invited to the meeting when the Board is ready to consider the motion.

2.7 The Board shall then meet with the Superintendent, share the decision on evaluation, and provide the Superintendent with an opportunity to respond. The Superintendent shall also be provided with a copy of the Executive Staff Management Committee's Report.

2.8 The Board Chair and the Superintendent will sign the final report. The Superintendent's signature on the document will indicate that the Superintendent has received a copy. The Superintendent may provide a commentary on the report which, if provided, would be appended to the report. A copy of the report will be given to the Superintendent and the original, with appendix (if any), shall be retained in the Superintendent's personnel file.

2.9 The Board, in consultation with the Superintendent, may make adjustments to the criteria, process and frequency of the evaluation, as it deems appropriate.

Date Agreed: November 28, 2001;

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Related Documents: School Act Sec. 15, Policies 175 and 210