SUBJECT: EVALUATION OF THE SUPERINTENDENT

a) Introductory Statement

The Board of Education recognizes that student growth, District progress, and community satisfaction are all affected by the Superintendent's performance of his/her job. Therefore, the Board of Education recognizes its responsibilities to evaluate the Superintendent. It will be the policy of this Board of Education to evaluate the Superintendent annually in executive session according to standards agreed upon by both parties. The evaluation process intends to provide highest quality leadership for the School System.

b) Evaluation of the Superintendent

1. Statement of Purpose

The Superintendent shall be evaluated annually in order to provide data to demonstrate his/her performance as the Chief Executive Officer of the Susquehanna Valley Central School District. The evaluation will identify the Superintendent's strengths, areas for growth and progress toward mutually agreed upon goals. The evaluation will weigh heavily in salary determination for the ensuing year.

2. Guidelines

(a) Evaluation will occur annually in February/March.

(b) The evaluation will include both a checklist/rating scale and an assessment of the mutually established goals.

(c) As a basis for the assessment of mutually established goals, a goal setting session will occur in August of each year. The Superintendent, in collaboration with the Board, will prepare a set of goals. The Superintendent will identify the objectives to be met toward achievement of his/her goals. The Superintendent will identify the means by which progress can be measured and will provide a timetable for achieving the objectives. The Board of Education will approve and prioritize the goals and objectives established mutually by the Superintendent/Board no later than September. The approved goals must be supported by the existing budget. Both the Board of Education and the Superintendent will retain the flexibility needed to respond to District needs during the school year.

(d) The checklist/ranking scale selection of the evaluation instrument will be reviewed and modified if necessary by the Board of Education and Superintendent together.

(e) The procedures for evaluation are:

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1) Before evaluation takes place and no later than the second meeting in February; each Board of Education member will review the statement of purpose, the job description for the Superintendent, and the mutually agreed upon goals.

2) Before annual evaluation takes place, the Board of Education will identify a person to counsel the Board members on constructive professional evaluation and attitude. That person will remind them of pitfalls to avoid during evaluation.

3) Each Board member should use this evaluation checklist/rating scale and the review of mutually established goals summary to evaluate the Superintendent. At least a quorum must respond in writing by March 1 in order for the evaluation to be official.

4) The individual evaluations will be turned over to the Board President. The President will construct a composite evaluation from the individual responses. The individual responses will be retained by the Board President for six (6) months.

5) The Superintendent and Board members will be given a copy of the composite no less than five (5) days before the executive session in March at which the document will be discussed and approved. Before approval, Board members will be allowed to react to the sub-committee's composite in the absence of the Superintendent.

6) The three (3) member sub-committee will, within three (3) working days, meet with the Superintendent and review the approved evaluation.

7) The Superintendent will be given the opportunity to attach written comments to the approved evaluation up to ten (10) days after the executive session.

c) Superintendent Appraisal Instrument is attached to this policy.

Timetable for Superintendent's Evaluation

August	Goal setting session with Board for Superintendent.
September	Board approval of Superintendent's Goals.
January	Interim report to the Board of Education on the Superintendent's Goals for the year.
February	Plan for next year's Goals. Distribute a sheet to Board to offer suggestions for next year's goals.

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February	Distribution of Superintendent's Evaluation no later than the second meeting in March. The Superintendent to supply any documentation for Board consideration including progress for that year's goals.
March	Return of Superintendent's Evaluation to Board President by March 1.
March	Review and make recommendations related to the Superintendent's performance at the second meeting in March.

*With any changes in superintendency, the new Superintendent will be provided a copy of the goals and have an opportunity for input to make additions to goals.

Adopted: 6/15/11