

## **EVALUATION OF THE SUPERINTENDENT**

The Superintendent is accountable to the Board of Education. Annually, the Board will conduct a formal written evaluation in accordance with Wisconsin Statutes 118.24, 121.02 and Wisconsin Administrative Code PT 8.01 (2)(q). In addition, the Board will complete two assessment sessions with the Superintendent for the purpose of reviewing student and instructional performance, status of goal achievement, business and budget monitoring, communications and public relations, as well as, job performance. These formal discussions will allow continual checks and balances to be made throughout the school year as issues arise. They are not intended to replace ongoing dialogue between the Superintendent and School Board, rather to enhance it. These meetings are to be attended by a majority of the School Board membership and the Superintendent. The meetings will be held in Closed Session pursuant to Wisconsin Statute 19.85 (1)(c). The President of the Board of Education or designee will prepare a written summary of each meeting.

The Board or Superintendent may request an Executive Session to review an evaluation. Copies of the annual evaluation and meeting summaries shall be placed in the Superintendent's personnel file.

The schedule of meetings will be as follows:

- Prior to the end of January — Evaluation session held to complete the annual performance review of the Superintendent using an evaluation format that is agreed upon by the Board and Superintendent prior to the formal evaluation. A written summary will be compiled.
- Prior to the end of June — Assessment session held to review the recently completed school year, as well as, the goals and priorities identified in January. A written summary will be compiled.

**EVALUATION OF THE SUPERINTENDENT (Policy 225) – Page 2**

- Prior to the end of October — Assessment session held to review the start of the school year, as well as, the goals and priorities identified in January. A written summary will be compiled.

If desired, the Superintendent will be given a fifteen (15) day opportunity to respond to the written summaries of the Board of Education.

References:           Wisconsin Statute 118.24, 121.02 (1)(q), Wisconsin  
Administrative Code PT 8.01 (2)(q)

---

**APPROVED:**       March 17, 2004

**REVIEWED:**      November 9, 2005

**REVISED:**        December 11, 2007; March 17, 2010

**EDITED:**         May 16, 2012

Confirmed by:       \_\_\_\_\_ , President

\_\_\_\_\_ , Clerk