

## Appendix 2

### Superintendent Evaluation Process

A primary responsibility of the School Board is to evaluate the performance of the Superintendent. The Board will conduct an annual evaluation of Superintendent performance based on achievement of Ends Policies, compliance with Superintendent Limitations, adherence to Iowa School Leadership Standards and Criteria and accomplishments toward district goals and objectives. The performance evaluations will be held in closed session in February. A separate closed session will be conducted in June to consider contract renewal and compensation.

The State requires that the Superintendent create Individual Professional Development goals based on district goals. These goals will be developed by the Superintendent in cooperation with the Board in June of each year. The Superintendent and Board will review progress toward these goals in October of each year and again during the annual Superintendent performance evaluation in February.

The following timeline outlines the process.

#### June

- Board revises contract and agrees on feedback to the Superintendent. (May be held in open or closed session in accordance with state statute.)
- Board communicates outcome of contract discussion in open session.
- Board and Superintendent set Superintendent's Individual Professional Development goals based on district goals.

#### October

- Superintendent and Board update progress on Superintendent's Individual Professional Development goals and district goals (May be held in open or closed session in accordance with state statute.)

#### February

- Superintendent and Board update progress on Superintendent's Individual Professional Development goals and district goals (May be held in open or closed session in accordance with state statute.)
- Board formally evaluates the Superintendent's performance in closed session.
- Board and Superintendent discuss the outcome of the evaluation in closed session.
- Board President and Vice President prepare a written Superintendent evaluation report and the report is shared with and approved by the Board.
- The Board President and Superintendent sign the evaluation as evidence that the evaluation has been discussed. The written evaluation is placed in the district's personnel file to be incorporated into the next cycle of evaluation. A copy may be retained by the Superintendent as well, but individual Board members will not retain copies.

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