

C-0600 CBI EVALUATION OF SUPERINTENDENT

The purpose of this policy is to ensure that the Board of Education conduct a formal evaluation of the Superintendent's performance in order to assess the Superintendent's effectiveness in performing the duties pertaining to his/her position and leading the district toward established goals.

The Board shall meet at least twice a year as part of the Superintendent evaluation process, as determined by the Board of Education. The evaluation cycle shall follow the fiscal year, with a mid-year evaluation occurring before January 1 of each year, and an end-of-year evaluation occurring before July 1. Any meetings of the Board to compile evaluations or to discuss the evaluations with the Superintendent, shall be held in executive session. The mid-year evaluation may be less formal, as determined by the Board. The Superintendent shall initiate with the Board President the scheduling of these executive sessions as necessary for the Board to timely complete the Superintendent evaluation process. The Superintendent evaluation process shall always culminate in a meeting in closed executive session with the Superintendent to discuss the Superintendent's performance.

The Superintendent shall be given a written evaluation of his/her performance at least annually before the end of the fiscal year (June 30), or more frequently as determined by the Board. Any written evaluation of the Superintendent's performance by the Board shall be reflected in a single document which conveys the Board's collective judgement. Such written feedback to the Superintendent shall be approved by a majority vote of the Board in open session. Once approved by the majority of the Board, any written evaluation shall be provided to the Superintendent in executive session for his/her response. The Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the annual written evaluation, and present additional information concerning his/her performance or district progress.

All Board members shall be offered the opportunity to sign any written evaluation of the Superintendent by the Board which has been approved by the majority of the Board in open session. The Superintendent shall also sign any written evaluation by the Board. The Superintendent shall place any written evaluation by the Board in his/her personnel file maintained by the Human Resources Department.

~~The Board shall evaluate the Superintendent at least once each year. Evaluations are confidential. The Board may request full time employees of the District to submit an evaluation of the Superintendent to the Board for inclusion in the Board's evaluation process.~~

~~The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals.~~

~~The Superintendent shall provide each member of the Board a copy of the evaluation instrument no later than August 1.~~

~~A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Board.~~

Upon the conclusion of any evaluation process, the Board may determine whether any changes in the salary and benefits or contract terms of the Superintendent are warranted. The Board will generally aim to act on the Superintendent's contract at the conclusion of the mid-year

evaluation in the year in which the Superintendent's contract expires; however, the Board may also extend the contract in the intervening year of a multi-year contract.

Prior to each new fiscal year, the Board may consider revisions to the evaluation methodology and specific written evaluation instrument for the new fiscal year. The Board may establish a Board subcommittee to make recommendations to the Board regarding the process and instrument to be used. The Board shall seek input from the Superintendent regarding any proposed changes. Any changes to the written evaluation instrument shall be by Board action in open session.

~~The evaluation and any comments by the Superintendent shall become a part of the Superintendent's confidential personnel file.~~

Adopted: date of manual adoption

LEGAL REF.:

[22-5-4 NMSA](#)

[22-5-14 NMSA](#)

CROSS

[CBA](#) - Qualifications and Duties of Superintendent

REF.: