

REGULATION

Rochester Community Schools
Rochester, Michigan 48307

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EVALUATION OF THE SUPERINTENDENT

Consistent with Board Policy 1240, the objective of the Board's evaluation of the Superintendent should be to promote professional excellence and improve the skills of the Superintendent, improve the quality of education received by the students of the District, and provide a basis for the review of the Superintendent's performance.

Elements of the process for the annual evaluation of the Superintendent include the following:

1. Review of Board Policy 1240: Evaluation of the Superintendent
2. Review of Board Policy 1230: Superintendent of Schools Job Description
3. Documentation by the Board of Education of the Superintendent's performance based upon criteria mutually agreed upon by the Board and the Superintendent.

Calendar of activities for the process is as follows:

1. In October of each year the Board President will provide each member of the Board a copy of the evaluation criteria for the Superintendent's evaluation. In addition, each member will receive a copy of the Superintendent's self-evaluation of performance based upon objectives identified by the Board and the Superintendent at the Board Retreat in January.

Board members will use the criteria in the evaluation document to assess the Superintendent's performance. Board members will document performance above and below the effective range so that they could be discussed with the full Board and the Superintendent at a closed session per the Superintendent's request, in October prior to the final evaluation document being prepared by the Board President and presented to the Superintendent in a public meeting.

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Any areas identified in the evaluation by the Board as in need of improvement by the Superintendent will be discussed with the Superintendent and included in the evaluation of the Superintendent in the calendar year.

2. In February of each year the Board of Education will meet with the Superintendent in closed session per the request of the Superintendent to review Board Policies 1240, 1230, and the status of the Superintendent's objectives established by the Board and the Superintendent. Any changes in Board Policies will be considered for the start of the new year. Should the Board or the Superintendent desire to meet and address concerns associated with the performance of the Superintendent at any other times throughout the year, the President of the Board will meet with the Superintendent to establish appropriate dates and times for a meeting. Changes in evaluation objectives required by changing circumstances may be considered at this time.

3. Evaluation Criteria

Policy 1230 contains criteria for the Superintendent of Schools. The criteria consist of six areas as follows:

- A. Planning/Educational Leadership
- B. Budgeting/Finance
- C. Relationship with Board
- D. Personnel Relationships
- E. Community Relationships
- F. Personal Qualities

Each area is further delineated by a subset of descriptors which helps clarify the meaning of areas of responsibility.

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In order to facilitate the performance appraisal, the Superintendent will provide a self-assessment for each area. Members of the Board will then have an opportunity to review the information prior to providing their assessment of the Superintendent's performance. Subsequently, Board members are to present their assessment of the Superintendent to the President of the Board who will complete a draft for discussion with the Board and the Superintendent. The time, date and place for the meeting will be arranged by the board President and the Superintendent.

Adopted: May 9, 1994
Revised: May 24, 2004
Revised: October 9, 2006
Revised: February 2, 2009