

Evaluation of the District Administrator

Code #225.00 Rule

District Administrator Evaluation Procedures

The Board shall provide a written evaluation summary to the District Administrator according to the following procedures:

1. Each Board member will complete a District Administrator's evaluation form as adopted by the Board.
2. Copies of the individual Board member's evaluations shall be given to the Board President two weeks prior to any open or closed evaluation meeting with the District Administrator and the entire Board.
3. A typed composite evaluation shall be prepared by the Board President or his/her designee and distributed to the entire Board of Education and the District Administrator one week prior to any open or closed evaluation meeting with the District Administrator and the entire Board.
4. The individual forms shall be attached to the composite and retained only by the Board President and/or Board Clerk.
5. There will be a discussion of all items on the composite evaluation to enable the District Administrator to have a thorough understanding of the evaluation's conclusions. The composite evaluation shall contain appropriate comments, collectively agreed upon by the Board.
6. The District Administrator may add a written addendum to the composite evaluation if he/she so desires.
7. The original, signed composite evaluation will be placed (along with any written agenda) in the District Administrator's personnel file with a copy of the composite evaluation given to the District Administrator.

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| Previous Approval: | August 23, 2005 |
| Attorney Review: | December 2015 |
| Approved: | December 22, 2015 |