

Related Entries: (Not identified at this time)

Evaluation of the Superintendent and School Board Attorney

The Board believes it is essential that it evaluate the performance of its direct employees on a regular basis to assist both the Board and the employee in the proper discharge of their responsibilities. All of the following rules, with the exception of paragraph (4), shall apply to the evaluations of both the School Board Attorney and the Superintendent.

- (1) The Board shall evaluate the performance of the Superintendent and School Board Attorney as provided in the employment agreement.
 - (a) The form shall be designed to enable Board Members to evaluate the Superintendent and School Board Attorney in essential categories of performance. The evaluation form agreed to by the Board shall be used to evaluate the Superintendent and the School Board Attorney, in accordance with the employment contract.
 - (b) The form shall require the use of a numerical rating to evaluate the performance in each of the essential categories.
 - (c) The form shall also require the provision of an explanation by an evaluator who scores highly effective or unsatisfactory in any performance category.
- (2) The evaluation form for both the Superintendent and the School Board Attorney shall be fully completed by each Board Member in advance of the deadline established in the employment contract.
 - (a) If the form completed by an individual School Board Member does not contain a numerical rating in each of the performance categories, and include any explanations required by Section (1)(c) of this policy, it shall be considered incomplete. An incomplete form shall be considered void and will not be considered an evaluation of the employee.
 - (b) An incomplete form shall not be used in calculating the scores of the composite evaluation of the employee nor shall it be used in the process of determining the employee’s term of employment, salary or any other contractual benefit. An incomplete form shall not constitute notice of unsatisfactory performance for purposes of termination of employment.
- (3) A composite evaluation form consolidating each of the completed individual Board Member forms for both the Superintendent and the School Board Attorney shall be created.
 - (a) The composite form shall be considered the evaluation of the School Board for all purposes under the employment contract.

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49 (b) After removing the highest and lowest ratings, the remaining ratings for each
50 category of the evaluations completed by the individual School Board
51 Members shall be averaged to calculate the rating for each category for the
52 composite Board evaluation.
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- 54 (4) The Board shall also complete an interim assessment of the Superintendent's
55 performance by the date established in the Superintendent's employment contract.
56 The form used to complete this assessment shall enable Board Members to provide
57 input to the Superintendent with respect to indicators within each performance
58 category. This form shall not include or require the use of numerical ratings. This
59 paragraph is only applicable to the Superintendent.
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61 **STATUTORY AUTHORITY:** 1001.42, 1001.43, F.S.
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64 Revised: 2/11/14
65 Revised: 7/26/16
66 Revised: 5/2/17
67 Revised: 2/12/19