

# InterMountain Education Service District

Code: **CBG**  
Adopted: 1/19/11

## Evaluation of the Superintendent

Annual Evaluation - The Board shall periodically provide the superintendent with opportunities to discuss superintendent-Board relationships. In addition, the Board shall, prior to February 15 of each year, provide the superintendent with a written evaluation. The evaluation procedures shall include the following steps:

1. On or before January 1 of each year, the superintendent shall remind the Board of its obligation to complete the annual evaluation.
2. At the regular January Board meeting, the Board will be provided with material relating to the evaluation process including a summary of special programs or accomplishments during the preceding year. Board members will be expected to spend the next several weeks completing an independent assessment.
3. Prior to the end of January, the Board shall meet with the superintendent to discuss strengths and weaknesses and to glean out any additional information which may be helpful in the evaluation process. The superintendent may also suggest potential performance goals for the coming year.
4. During the last week of January, the Board chair will convene a meeting of the Board for the purpose of completing a composite evaluation form and reviewing the contract status of the superintendent.
5. Prior to the executive session, the Board president shall meet with the superintendent to review in advance the contents of the evaluation.
6. In an executive session held in conjunction with the regular February Board meeting, the full Board or any designated representatives will meet with the superintendent to review the annual evaluation and discuss the Board's recommendation regarding continuing contract status.
7. Prior to February 15, the Board will complete the evaluation process and determine whether or not they wish to extend the contract of the superintendent.
8. If the Board and superintendent wish to modify the superintendent's contract, such modifications shall take place at this time.

If the superintendent's performance is deemed to be unsatisfactory, the superintendent will be notified in writing of specific areas to be remedied and will be given an opportunity to correct these problems. If the

performance continues to be unsatisfactory, the Board may either dismiss the superintendent or non-renew the superintendent's contract pursuant to Board policy, the employment contract with the superintendent, state administrative regulations and state law.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660\(2\), \(8\)](#)

[ORS 334.225](#)

[ORS 342.513](#)

[ORS 342.815](#)

[OAR 581-024-0245](#)

Hanson v. Culver Sch. Dist. (FDAB 1975)

**Cross Reference(s):**

CB - Superintendent

CBA - Qualifications and Duties of the Superintendent