

## **Evaluation of the Superintendent**

### **Protocols as developed and established February 6, 2014**

Protocols for conducting the annual evaluation of the superintendent were revised at the regular scheduled board meetings of the Phoenix-Talent School District held on February 6, 2014. It was the consensus of the Board that the following steps would be utilized:

1. The superintendent shall be present during the evaluation at which time each Board member shall submit their individual evaluation of the superintendent using the Evaluation Form D-518 or other instrument as adopted by the Board.
2. The Board chair or vice chair shall collect the evaluation forms used for this process for retention in a working file but not for retention in the superintendent's personnel file.
3. The Board chair or vice chair shall write a Summary Report that shall be read at the next regular scheduled board meeting and for inclusion in the superintendent's personnel file. Minority opinions will not be included in the final summary.