

Revised: April 14, 2008
Revised: February 27, 2012
Revised: January 13, 2016
Revised: April 28, 2021

225

EVALUATION OF THE DISTRICT ADMINISTRATOR

The Evansville Community School District Board of Education (Board) shall provide the District Administrator with an annual evaluation of their work performance.

The District Administrator serves as the chief executive officer of the District. At the direction of the Board, the District Administrator assumes general supervision and leadership for all aspects of the educational program involving curriculum, physical facilities, personnel matters, and community relations.

To provide the greatest opportunity for achieving the highest quality of education possible for all students through the most efficient use of all available resources, the Board shall evaluate the District Administrator's performance in accordance with the following schedule:

1. Annually, by November 1st, the Board President shall distribute Policies 225 (Evaluation of the District Administrator), 225 Form (Colleague Assessment Form) and 232 (District Administrator, Job Description) to all Board members.
2. No later than November 15 of each year, the District Administrator shall present a written report to the Board outlining progress on the duties and responsibilities defined in Board policy 232, "District Administrator Job Description".
3. No later than November 25 of each year, each Board member shall have reviewed the report from #2 above and will have completed a performance evaluation of the District Administrator, per Board Policy 225 Form. Completed forms shall be returned to the Board President by this date.
4. The Board President shall compile the comments and determine average ratings for each assessment item and category. The Board shall convene in executive session during a special meeting held before the first meeting in December to create a summary annual performance evaluation document. The Board President shall present the summary documents to the District Administrator as soon as possible prior to the first meeting in December.
5. The Board shall present the results of the evaluation to the District Administrator in executive session at the December Board Meeting.
6. No later than January 1 of each year the District Administrator shall have responded to the summary annual performance evaluation documents in #4 above including a corrective action plan for any areas of focus cited in the evaluation. This shall be a written document.
7. One copy of the summary annual performance document shall be placed in the District Administrator personnel file and one copy shall be presented to the district administrator.
8. The Board will meet with the District Administrator twice a year (for example, April and September) for the purpose of interim checkpoints of the District Administrator's progress toward achieving the duties and responsibilities from #2. The District Administrator will prepare a written update for each meeting, reporting progress. As needed, the Board will modify and document any changes to be implemented in the current evaluation cycle. The District Administrator shall incorporate these changes in the subsequent November annual report to the Board.

| Item # | Date | Task/Person(s) responsible |
|--------|---|--|
| 1 | By November 1 | Board President distributes Policy 225, Policy 225 Form and Policy 232 to Board members. |
| 2 | By November 15 | District Administrator provides written progress report to all board members on duties and responsibilities defined in Board Policy 232. |
| 3 | By November 25 | Board members review progress report above and complete Policy 225 Form and submit to Board President. |
| 4 | Special Executive Session Before First December Board Meeting | <ol style="list-style-type: none"> 1. Board President shall compile comments and average each assessment item and category 2. Board convene in executive session to prepare summary annual evaluation documents 3. Board President presents evaluation documents to District Administrator. |
| 5 | First December Board Meeting | Board shall conduct the District Administrator performance evaluation in Executive Session. |
| 6 | By January 1 | District Administrator provides written response to plan to annual performance evaluation documents. |
| 7 | By January 15 | Board President provides one copy of the evaluation documents to the District Administrator and one for the personnel file. |
| 8 | Twice during the year | Board shall check in on progress toward the duties and responsibilities outlined in Policy 232. District administrator shall provide a written report to facilitate the discussion. |

Legal Ref.: Sections 118.24 Wisconsin Statutes (School District Administrator)
121.02(1)(a)(b)(q) (School District Standards)
PI 8.01(2)(a), Wisconsin Administrative Code (School District Standards)
PI 34.03 Wisconsin Administrative Code (Administrator Standards)

Local Ref.: Policy #225 Form - Colleague Assessment Questionnaire, District Administrator's Position
Policy #232 - District Administrator, Job Description