

Southwest Vermont Regional Technical School District	Superintendent Evaluation and Review	2600C
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2 It is the policy of the Southwest Vermont Regional Technical School District to evaluate the
3 work performance of the Superintendent on an annual basis. The evaluation of the
4 superintendent’s work performance should be performed in a fair and professional manner in an
5 effort to build and maintain effective leadership and a harmonious working relationship.

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7 **I. Guidelines**

8 1. The Board shall use the following guidelines:

9 a. The evaluation of the Superintendent’s performance will be measured against the
10 Superintendent’s statutory job description and a slate of goals previously established by
11 both the Board and the Superintendent. In addition to the agreed upon goals, the
12 evaluation should take into account the list of Duties of the Superintendent found in the
13 Vermont Statutes at 16 V.S.A. §242.

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15 b. A superintendent evaluation instrument chosen by the Board shall be used as one tool
16 in the review and attached to this policy as administrative regulations.

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18 c. Evaluation Committee members will consider any submissions from the
19 Superintendent which document accomplishments.

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21 d. The Board will assess the Superintendent according to the agreed-upon measurable and
22 objective standards; the Superintendent will use the same standards as a basis for self-
23 evaluation.

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25 e. When an evaluation instrument is used, the board may wish to address other matters to
26 which the superintendent will also have a fair opportunity to respond.

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28 f. The Board understands that in some cases, a particular evaluation criteria might be
29 deleted from the process because extenuating circumstances might have precluded the
30 superintendent from performing the function.

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32 2. It is the responsibility of the Regional Governing Board (RGB) Chair to implement and
33 oversee the evaluation and review of the superintendent’s job performance.

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35 **II. Timetables for evaluation**

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37 1. At the August meeting, the RGB, in open session, will review, clarify, or define short and
38 long term goals, and create a timeline for the evaluation process. The Board will discuss with the
39 Superintendent evaluation elements, professional goals, and agree on objective and measurable
40 performance benchmarks for future evaluations. The Board shall identify the particular

1 evaluation instrument that will be utilized to evaluate the Superintendent and cause it to be
2 published as an Administrative Regulation for public information and access.

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4 2. Annually, the RGB Chair shall appoint a subcommittee to undertake the evaluation.

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6 3. The subcommittee members will perform the evaluation and review of the Superintendent’s
7 job performance in executive session, using pre-established goals and the Superintendent’s
8 statutory job description, producing a summative composite evaluation.

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10 4. At an agreed upon meeting of the Board, the subcommittee shall present its evaluation and
11 review in executive session to the entire Board. Strongly dissenting opinions will be noted for
12 Board chair comment at the Board meeting. The Board and the Superintendent shall participate
13 in the review with adequate time provided for discussion. If necessary, the Superintendent and
14 the Board may agree to continue discussion at subsequent meetings. The Board Chair will
15 summarize strengths and opportunities for growth and development. The summary will be signed
16 by the Chair and the Superintendent and given to the Superintendent. All draft copies or
17 evaluation instruments shall then be destroyed.

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19 6. The entire evaluation process shall be conducted in a timely manner annually.

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21 **Legal References:**

22 16 V.S.A. §§241-242 Appointment and Duties of Superintendents

23 16 V.S.A. §563(1)(2) Powers of School Boards

	Dates Drafted	Date Warned	Date Adopted
Southwest Vermont Retional Technical School District	<i>11/20/17, 3/26/18</i>	4/9/18	5/14/18