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# BOARD POLICY

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C. Administration



SARGENT CENTRAL PUBLIC SCHOOL

575 5TH ST. SW  
Forman, ND 58032

## **SUPERINTENDENT EVALUATION PROCEDURE**

The Board shall evaluate and assess the performance of the Superintendent according to state law.

### **Format of Evaluation Instrument**

The Board shall adopt a superintendent evaluation instrument that is reasonably related to the superintendent's job description and the goals and objectives of the District. The evaluation instrument shall require board members sign, date, and rate the superintendent's performance as either satisfactory or unsatisfactory in each area of performance identified. If a board member rates the Superintendent as unsatisfactory in any area, s/he shall provide an explanation and recommendations for improvement in the evaluation. If supporting evidence and recommendation(s) are not provided for an unsatisfactory assigned rating the rating is considered void. The Board shall not assign an overall performance rating to the superintendent's evaluation.

### **Evaluation Process**

Twice a year, the Board President shall schedule a board meeting to discuss and approve the superintendent's evaluations on or before the deadlines for evaluation completion established by law. The Board President shall disseminate the evaluation instrument to individual board members prior to such meetings, set a deadline for their return, and collect and combine the completed evaluations prior to the meeting. Evaluations submitted after the deadline for return will not be considered by the school board for action.

The Board President shall copy all comments contained on individual board member's evaluations onto the collective evaluation. Any discrepancies among board members about the superintendent's rating in any of the performance areas evaluated shall be discussed and a decision reached through the roll call vote of a simple majority vote of the Board at the open meeting where the evaluation is discussed.

### **Post-Approval Procedures**

Upon approval of the evaluation, the Board shall discuss the evaluation with the Superintendent. the Board President shall present a written copy of the approved evaluation to the Superintendent and shall file all evaluations approved by the Board in the superintendent's personnel record. Superintendent evaluations shall be retained for six years after the Superintendent separates from district employment.

### **End of Sargent Central Public School District Policy CAAB**

**Reviewed**                      **March 17<sup>th</sup>, 2015**

**Adopted**                        **March 17<sup>th</sup>, 2015**

**ADMINISTRATIVE REGULATIONS**

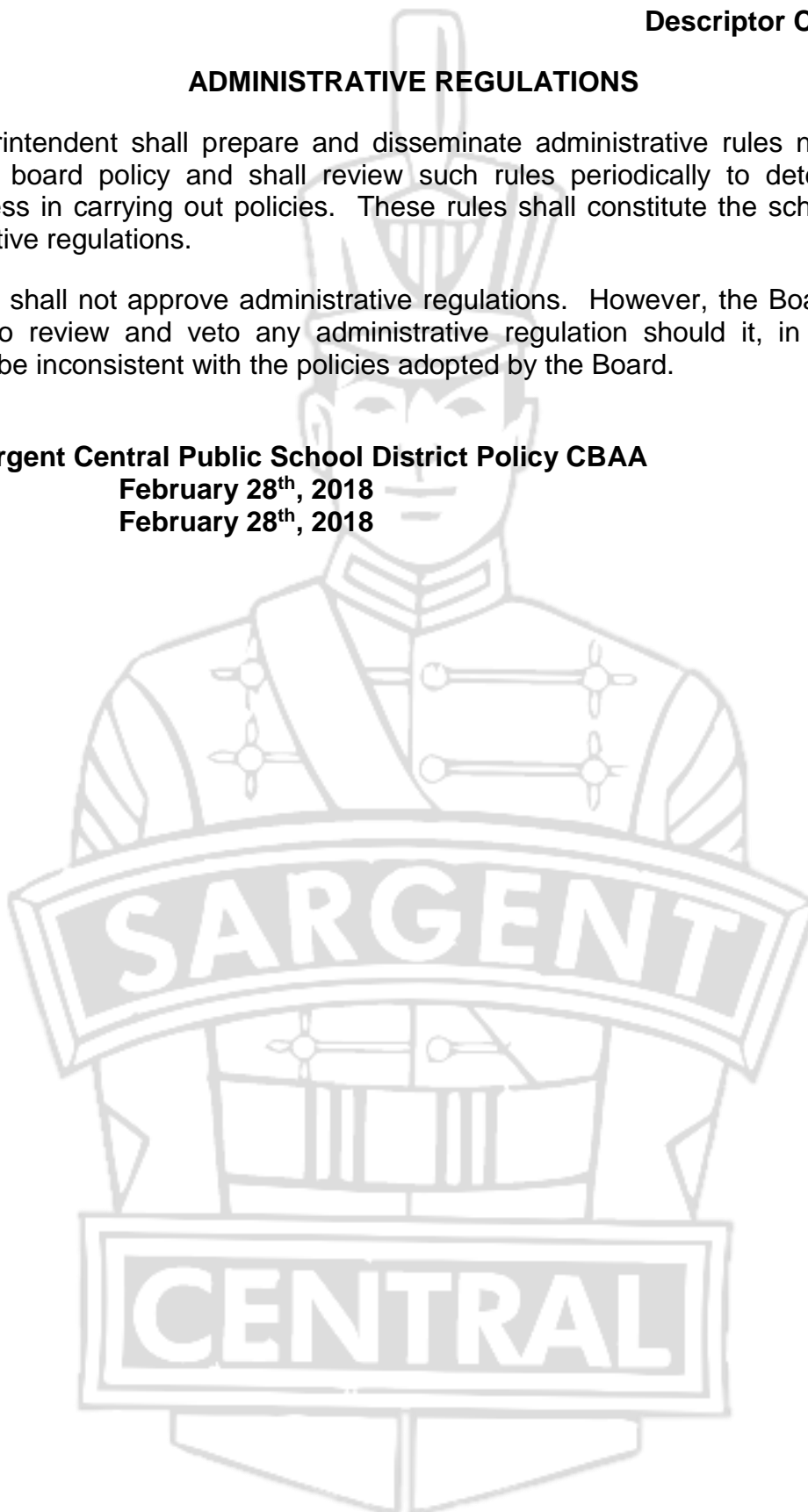
The Superintendent shall prepare and disseminate administrative rules necessary to implement board policy and shall review such rules periodically to determine their effectiveness in carrying out policies. These rules shall constitute the school district's administrative regulations.

The Board shall not approve administrative regulations. However, the Board reserves the right to review and veto any administrative regulation should it, in the board's judgment, be inconsistent with the policies adopted by the Board.

**End of Sargent Central Public School District Policy CBAA**

**Reviewed February 28<sup>th</sup>, 2018**

**Adopted February 28<sup>th</sup>, 2018**



**ADMINISTRATION IN POLICY ABSENCE**

The Board grants to the Superintendent power to administer the District in absence of specific board policy. The Superintendent is expected to report to the Board actions and/or decisions that reflect the need for policy.

**End of Sargent Central Public School District Policy CBAB**

**Reviewed February 28<sup>th</sup>, 2018**

**Adopted February 28<sup>th</sup>, 2018**

