

# KERRVILLE ISD

## Board of Education Evaluation Procedures for the School Superintendent

1. The president will schedule a meeting to be held in January to conduct the summative evaluation with the superintendent.
2. The president will call a special meeting and place no other items on the agenda for the summative evaluation meeting.
3. The superintendent will prepare a report and present it to the president at the December board meeting for distribution to board members with the blank evaluation instruments. The report will include:
  - a. Summary results on superintendent performance goals established following the previous year's summative evaluation.
  - b. Summary of progress on current year's district goals.
  - c. Report on student performance as required by the state.
  - d. Any additional district or professional highlights the superintendent believes will demonstrate effective performance for the past year.
4. The president will distribute blank evaluation instruments to each member at the December Board of Trustees meeting along with instructions for completing the instrument.
5. Members will complete the evaluation instruments and return them to the president at least one week prior to the summative evaluation meeting.
6. The president will collect completed evaluation instruments from each board member and prepare a composite summary of all Board member ratings and comments for each instrument category.
7. Board members will meet in a properly posted closed session, without the superintendent present, to discuss their ratings and identify:
  - a. Agreements on areas of strength.
  - b. Agreements on areas that need improvement.
  - c. Specific improvements the board would like to see.
8. For areas in which there is no consensus rating on a performance indicator on the evaluation instrument, the board will discuss reasons for their varying ratings and try to reach consensus about what, if anything, the board would like to see differently regarding that indicator in the coming year.
9. After reaching consensus about the superintendent's performance ratings, the board will discuss their agreements about areas of strength, areas needing improvement, and specific improvements they would like to see, with the superintendent in a properly posted closed session.
10. The board will allow the superintendent to respond and ask questions about the board's ratings.
11. The president will ask individual members to share concerns or ratings that differ from the majority of the board. However, the president will clearly distinguish between those ratings and directives that represent a majority of the board, and those representing individual members. The superintendent is not expected to take action based on individual comments.
12. The president will compile and distribute to all board members and the superintendent all results of the summative evaluation in a written document that includes:
  - a. Individual board members rating instruments.
  - b. The board's agreement about the superintendent's performance.
  - c. Areas for developing performance goals.
13. The board and superintendent, through mutual discussion, will identify areas for superintendent performance goals at a separate meeting called for that purpose in March. At this meeting, the superintendent may provide draft performance goals as a starting point for the discussion.
14. The board will approve final superintendent performance goals and update the superintendent evaluation instrument no later than April for the next year's summative evaluation.
15. The board will conduct an interim evaluation for the purpose of reviewing progress on superintendent performance goals in September annually.
16. Board members who have concerns about the superintendent's performance between evaluation meetings may request that the president post an item for interim superintendent evaluation on any regular meeting agenda in order to discuss the concern with the full team.

17. The board may take action to extend or revise the superintendent's contract following the summative evaluation. However, any adjustments to the superintendent's salary and benefits will not take effect until the beginning of the new contract year.



*KISD is an equal opportunity employer.*

**Board of Education  
Evaluation Procedures for  
the School  
Superintendent**

---

*Web Site: [www.kerrvilleisd.net](http://www.kerrvilleisd.net)*

**Adopted-November 18, 2003**