



School District No. 27 (Cariboo-Chilcotin)

PERFORMANCE REVIEW OF THE SUPERINTENDENT OF SCHOOLS

Policy No. 4117

Effective: November 2013

Initial Adoption: January 1991

Preamble

The Superintendent is the Chief Executive Officer of the Board of Education. Therefore, it is critical that there be a regular, thorough performance review process which involves input from a variety of stakeholders.

Policy

The Superintendent of Schools will be evaluated by the Board of Education through a performance review. This performance review must include a process of self evaluation and evaluation by the Board, and the provision of a reasonable amount of time to address any concerns that result from the performance review.

Regulations

1. A formal performance review shall take place either:
 - a. in the first year of the Superintendent's contract and every second year thereafter;
 - b. at the discretion of the Board with a 2/3 majority vote of the Board;
or
 - c. as per the individual contract of the Superintendent.
2. The performance review shall be based on:
 - a. A written set of goals and objectives developed by the Board in consultation with the Superintendent
 - b. The criteria used to hire the Superintendent
3. As part of the performance review, the Board and Superintendent will agree upon how input will be received from a variety of stakeholders including, but not limited to, the Board, district staff, and principals and vice principals.
4. Board consensus regarding the performance review findings shall be put in writing, signed by the Board Chair and provided in draft form to the Superintendent.
5. Indications by the Board of any performance areas that are deficient or in need of improvement shall include discussion on how improvement might be made.
6. The Superintendent shall be provided with an opportunity to discuss a draft performance review summary with the Board prior to finalization.

7. The written final performance review shall be discussed with the Superintendent by the Chair, and subsequently discussed in a closed meeting attended by only the trustees and the Superintendent if desired by the Superintendent or the Board.
8. All performance review meetings and documents will be considered confidential.
9. No later than one month following receipt of the final written performance review report by the Board, the Superintendent will provide in writing to the Board, in a closed session, activities planned to correct any deficiencies noted (if any) or improvement recommended by the Board, as well as a description of those factors which may limit improvements.