

	<p>EVALUATION OF THE SUPERINTENDENT</p>	<p>Board Procedure 1630BP</p> <p>June 7, 2023</p> <p>Page 1 of 2</p>
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In alignment with Board Policy No. 1630, Evaluation of the Superintendent, and the Superintendent's employment agreement, the Seattle School Board establishes the following process for conducting the Superintendent's annual performance evaluation.

A. Setting of the Annual Performance Goals

- a. Per Policy No. 1220, Board Officers & Duties of Board Members, the Board President or their designee will work with the Superintendent to draft the Superintendent's annual performance goals for the following year to propose to the full Board.
- b. The Board President or their designee and the Superintendent will meet at least twice to develop the draft evaluation documents.
- c. After discussions between the Board President and Superintendent, the agreed upon proposed evaluation instrument and goals will be brought before the Board for approval at a public meeting by the end of June each year. =

B. Check-Ins During the School Year

- a. Executive Sessions: The Superintendent shall have the opportunity to meet with the Board in an executive session no less than three occasions each year, the purpose of which shall be the aiding of the Superintendent in their performance.

C. Annual Evaluation

- a. In June of every year, the Superintendent will be evaluated on the goals established by the Board and Superintendent the previous year.
- b. The Board and Superintendent will meet at least once in executive session to discuss the Superintendent's performance on the goals over the year.
- c. The Superintendent will provide to the Board a written self-appraisal of their progress on the goals at least one week prior to the executive session.

- d. The Superintendent will be given the opportunity to provide evidence of progress on the goals. These documents should be sent one week in advance of the executive session.
- e. The Board President or their designee will complete the evaluation instrument based on the executive session discussion.
- f. The Board President will give a copy of the completed annual evaluation instrument to the Superintendent at least one week prior to them being made public to give the Superintendent an opportunity to review and write a written response.
- g. The completed annual evaluation instrument will be posted to a Board meeting agenda prior to the last Board meeting of the year.

Any of the timelines and deadlines pertaining to the evaluation of the Superintendent's performance may be adjusted at the request of either party by mutual agreement of the Board and Superintendent.

Board Procedure 1630BP

Adopted: September 2018

Revised: June 2023; October 2022

Cross Reference: Policy Nos. 1220; 1410; 1620; 1630; 1640; Superintendent's employment agreement

Legal References: RCW 28A.150.230 District school directors' responsibilities; RCW 28A.320.010 Corporate powers; RCW 28A.330.100 Additional powers of the Board; RCW 28A.400.010

Employment of Superintendent—Superintendent's qualification, general powers, term, contract renewal; RCW 28A.400.030 Superintendent's duties.

Management Resources: