

# OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE BOARD POWERS, DUTIES AND RESPONSIBILITIES

## Procedure 1605

### Superintendent Evaluation

The Olympic Educational Service District 114 (OESD) Superintendent will be evaluated on the basis of specific Board/Superintendent-developed performance objectives and the job description for the position of Superintendent.

The job description and annual performance goals will serve as the focus for a minimum of two (2) conferences held during the school year.

The Board will use Form 1605-F “Evaluation Worksheet” as the basis for feedback.

The Superintendent will also make periodic reports to the Board during the year. The Board will respond to the progress reports and redirect the Superintendent when it appears his/her mission and/or goals are not on target.

Summary of the annual Superintendent Evaluation process to be carried out in accordance with the Superintendent’s Contract, Section 5 **EVALUATION AND RENEWAL:**

- **No later than January 1:** The Superintendent will be responsible for reminding the Board in writing of the February 1 deadline.
- **No later than January 31:** The Board will evaluate the Superintendent’s performance, in executive session. The Board will use Form 1605-F “Evaluation Worksheet” as the basis for that feedback. The form will be distributed to the Board for completion in January and returned to the Board Chair for review prior to the February Board meeting.
- **No later than February 1:** the Board will review the Superintendent’s employment status to determine whether to offer the Superintendent a new three-year contract effective at the end of the contract year or, alternatively, to allow the contract to continue toward its expiration date. Unless the Board notifies the Superintendent in writing no later than February 1, that a new three-year contract will not issue, the Board will be deemed to have issued a new three-year contract effective on the day following the last day of the contract year. In the event that the Board decides to let the Contract continue toward expiration, the Board will review the Superintendent’s employment status no later than February 1 of each subsequent contract year, at which time the Board will determine whether to offer a new three-year contract or to allow the contract to continue toward its expiration date. During each contract year, the Superintendent will be responsible for reminding the Board in writing of the February 1 deadline contained in this subsection no later than January 1 of that contract year.
- **No later than May 30:** Form 1605-F “Evaluation Worksheet” will be distributed to the Board for completion in May and returned to the Board Chair for review prior to the June Board meeting.
- **No later than June 30:** The Board will evaluate the Superintendent’s performance, in executive session. The Board will provide a written evaluation of the Superintendent’s performance to him or her on or before June 30 of each contract year.

- **No later than June 30:** By that same date, within a regular board meeting, the Board and Superintendent will discuss achievement of the current year's goals and identify tentative performance goals for the forthcoming school year. The Superintendent will formally present these goals, along with a plan to accomplish them, to the Board at a regular Board meeting in the Fall.
- **No later than June 30:** The Board and Superintendent will discuss any changes to the Superintendent's compensation package. Any changes will take into consideration statewide ESD contract provisions, comparable school district contract provisions, including Implicit Price Deflator (IPD) or cost of living adjustments (COLA), satisfactory completion of the Superintendent's goals, and overall effectiveness of the Superintendent's leadership.

Updated: February 16, 2023