

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
Board of Education
Upper Marlboro, Maryland

8265
Policy No.

BOARD OF EDUCATION POLICY

INTERNAL BOARD POLICIES

Evaluating the Superintendent of Schools

The Board of Education of Prince George's County Public Schools shall complete an evaluation of the Superintendent of Schools on an annual basis. This evaluation will assist the Board and the Superintendent in assuring the discharge of responsibilities aimed at providing the best leadership possible. The stated purposes of the evaluation are to:

1. Inform the Superintendent of system expectations;
2. Clarify the role of the Superintendent in the system as understood by the Board;
3. Clarify for individual Board members the role of the Superintendent in light of responsibilities, authority, and organizational expectations;
4. Develop a unity of purpose in order to achieve high-priority goals and objectives
5. Develop an opportunity for goal achievement through regular feedback;
6. Assist the Superintendent in professional development;
7. Improve the quality of education for the students in the system and enhance overall educational performance; and
8. Enhance the organizational climate through the involvement and growth of employees, individually and collectively.

The Board may choose to be assisted by an external consultant at any time during the evaluation process. The evaluation shall be based on the performance expectations as detailed in the job description of the Superintendent as well as those indicated in the development of yearly goals and objectives. The Board and the Superintendent will jointly develop the evaluation instrument. Any revisions to the evaluation instrument shall be developed by both parties and adopted by the Board.

Evaluation Process

Criteria used to evaluate the Superintendent shall be based on the major domains set forth in the evaluation instrument, *Superintendent Performance-Based Evaluation*. The major areas (domains) of responsibility and performance expectations (standards) in each domain shall be specified in the evaluation document. The evaluation shall focus on the performance expectations as well as the achievement of the Superintendent's annual goals. It shall be based on valid and reliable data sources, including direct observation, goal attainment, gains in student achievement, and other appropriate indicators of performance. The Board shall provide a summative evaluation instrument for this process.

Annual Goals

The Superintendent in conjunction with the Board, will set annual goals for progress that are commensurate with the system's goals outlined and detailed in the *Quality Schools Program Strategic Plan* and the major domains. The Superintendent will develop the plan of action to support goal achievement. That plan will include an annual timeline for goal attainment based upon the indicators of annual progress. The Superintendent and the Board will review and adjust goals as needed. Indicators of goal attainment include documentation via the Superintendent's oral and written reports and other supporting materials. A mid-year retreat shall be established to provide an opportunity for informal dialogue between the Superintendent and Board about a variety of topics including, but not limited to, system updates, strategic direction, and progress on annual goals.

Evaluation Conferences

The purpose of the annual summative conference is to provide a comprehensive review of the year's work, recognize achievement and good professional practice, and identify strategies for improvement and future goal-setting. The composite evaluation will represent the consensus of the Board. The summative comments may serve to facilitate the evaluation discussion. Adequate time will be allotted for the conference in order to address the required topics of discussion as well as to permit full exploration of solutions to identified problems.

The end-of-year evaluation conference shall include a review of the Superintendent's performance with regard to meeting annual goals and performance domains. The end-of-year annual evaluation conference between the Superintendent and the Board will be scheduled to provide continuity and enhance communication during the evaluation process. The evaluation conference will occur as an agenda item for closed executive sessions.

October 1-5	Superintendent meets with the Board to jointly set annual goals.
August 31	Superintendent provides Board with written summary of yearly progress made on annual objectives and performance indicators pursuant to job description and annual goals. Personnel Committee distributes evaluation forms to Board and Superintendent.
September 10-15	Personnel Committee compiles composite evaluation for Board review.
September 17	Board reviews composite evaluation and develops summative evaluation.
September 21	Board provides Superintendent with the summative evaluation.
September 28	Superintendent provides Board with written comments.
September 30	Board meets with Superintendent to discuss the annual summative evaluation.

The Board Chair and each member will sign the annual summative evaluation at the time of the conference, unless changes must be made as agreed upon by the full Board. The Superintendent may include a written statement if so desired. The Superintendent will sign the evaluation within five working days of the conference.

Two copies of the composite evaluation will be retained, one by the Chair of the Board in a confidential file maintained in the Board Office available for each Board member's review and the other by the Superintendent. All documents pertaining to the evaluation shall be deemed personal and confidential.

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5/10/90

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5/27/93

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