

The Board of Education recognizes continuous evaluation as one of the key factors contributing to the improvement of education and the operation of the school system. A process shall be established whereby written performance plans are developed and updated annually for all administrative positions.

The district administrator shall be evaluated personally by the Board of Education in January every two years or more often if requested.

The district administrator will be responsible for supervising the performance evaluations of the administrative staff.

If any Board of Education member would like to request an evaluation of the district administrator's performance, he/she must inform the board president in writing by November 1st and the procedure will be as follows:

1. During the regular November meeting, district administrator evaluation forms shall be distributed to all board members.
2. By December 1st, all evaluation forms shall be completed and returned to the district administrator.
3. The board president shall do an item-by-item average of board member checklists. "Not Observed" shall not be averaged (used in calculating averages).
4. At the regular December Board of Education meeting, the board president shall present the average sheets and a summary of comments to the entire board. Following board policy, there shall be a meeting with the district administrator in January to review the evaluation and his progress toward his goals.
5. At the time of contract renewal, the Board of Education may prepare a written evaluation of the job performance of the district administrator. One copy of such written evaluation shall be placed in the permanent file of the Board of Education and one copy shall be given to the district administrator.

ESTABLISHING GOALS AND EVALUATION PROCESS:

To best serve the needs of all, the School District of Neillsville is committed to remaining at the forefront of education. In order to accomplish this objective, the school district must have clear, purposeful direction.

Each year, the district administrator will gather information from the federal and state governments, the Board of Education, staff, and community to determine the direction and goals for the district. The Board of Education will receive a report on the goals and plans by the district administrator, and the goals and plans will be evaluated and adjusted, as needed.

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