



Rolling River School Division

BOARD OPERATING PROCEDURE

BCD – SUPERINTENDENT / BOARD ANNUAL EVALUATION

The Board of Trustees and its Superintendent of Schools constitute a leadership team. A positive working relationship between Board and Superintendent is therefore essential to the effective operation of school jurisdiction. The process for evaluating the Superintendent's performance should enhance Board-Superintendent relationships by clarifying roles and responsibilities and providing both the Board and Superintendent with pertinent information relative to the effectiveness of the Superintendent and, ultimately, the performance of the school system as a whole. The eventual purpose of the evaluation process is therefore the improvement of learning opportunities for students through effective leadership by the Superintendent of Schools.

As part of the evaluation process, the Board will engage in a process of self review in conjunction with Trimester Reports. As well, a formal self evaluation will be carried out on a yearly basis by the Board. The self-reviews and self-evaluation will assist the Board in fulfilling its responsibilities by improving communication among Board Members and between the Board and Superintendent. It can also foster reflection, increase role understanding, provide a greater understanding of Board strengths, improve needs, and also lead to improved communication.

Superintendent Evaluation

The evaluation process should be based on:

- a) The achievement of systems goals as outlined in the annual Divisional Action Plan.
- b) Mutually agreeable personal and professional goals set out in June of each year if different from system goals.
- c) Predetermined criteria as outlined in the Superintendent's Job Descriptions (see *GDAA/R*).

Board Evaluation

The evaluation process should be based on:

- a) Guiding Principles of Board Governance.
 - b) The Board Vision, Mission and Belief Statements.
 - c) Support and monitoring of Divisional priorities and the Annual Divisional Action Plan.
 - d) Policy governance.
1. The Board will meet with the Superintendent on a trimester basis (mid-November, mid-February, and mid-June) to review progress towards agreed upon goals as outlined in the Division Action Plan and other mutually agreed upon goals if different from systems goals.
 2. In June of each school year, the Board Chair will meet with the Board to invite input into the Superintendent's evaluation.

3. The Chair will prepare a written report to be reviewed and approved by the Board.
4. a) The Chair and Vice-Chair will discuss the evaluation with the Superintendent who will then be afforded an opportunity to meet with the Board if he/she so wishes.
b) Following the formal evaluation process, the Board will meet with the Superintendent to formalize mutual goals for the next school year.
5. The Board will review the process of evaluation on an annual basis. By consensus, the Board will engage in a process of self-review. The process itself will be outlined with assistance from the Superintendent.

Date Adopted: October 19, 2006

Date Revised: June 22, 2011

Date Reaffirmed: May 25, 2016

Date Reaffirmed: October 7, 2020