

### **POLICY CBG– Evaluation of the Superintendent**

**The Board shall evaluate the Superintendent a minimum of every two years on the basis of performance, indicators and standards developed in consultation with the Superintendent and approved by the Board.**

#### **PURPOSE:**

**To provide a foundation for the Board and Superintendent to work together to meet division goals and expectations.**

#### **GUIDELINES & PROCEDURES**

1. An Evaluation Form is distributed to the Board of Trustees for completion.
2. The Board of Trustees will arrange to have the information collected in step 1 compiled into a single draft document, the Draft Evaluation. The compilation may be completed by an appointed trustee or by an outside third party to ensure the privacy of the parties involved.
3. The Board of Trustees will meet in a closed meeting to review and refine the Draft Evaluation.
4. The Superintendent will be given the refined Evaluation to review. Adequate time, as per the Superintendent's employment contract, will be provided for the Superintendent to prepare comments.
5. The Superintendent will meet in a closed meeting with the Board of Trustees to discuss the refined document and provide his/her comments if required. The Superintendent and the Board of Trustees will work together to set goals resulting from the Evaluation and will schedule a progress review at an agreed upon time.
6. A copy of the Evaluation shall be forwarded by the Board Chair to the Director of Human Resources for placement in the Superintendent's Personnel File and when required, used to complete the *Superintendent of Schools Appointment and Reappointment Notification* form required by the Minister of Education.

#### **REFERENCES**

##### **Cross References:**

[Superintendent Leadership Quality Standard](#)

##### **Legal Reference:**

[Education Act](#) Section 53, 222, 223

[Superintendent of Schools Regulation](#)

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**Next Review:** 2027/2028