

DISTRICT ADMINISTRATOR EVALUATION

Policy 225

Page 1 of 2

The School Board shall regularly evaluate the performance of the District Administrator in order to: fulfill an important aspect of the Board's oversight responsibilities; encourage effective educational leadership and management within the District; engage the District's chief administrative employee in an ongoing exchange of evaluative information and insight; and make necessary judgments about the employment and compensation of the District Administrator.

At a minimum, the Board shall evaluate the District Administrator in writing at the end of his/her first year of employment in the District and at least every third year thereafter. It is the further intent of the Board to evaluate the performance of the District Administrator at least once within each 12-month period that precedes either (1) any date that the Board votes on extending or renewing the District Administrator's contract; or (2) any date the Board permits, by operation of law or contract, any extension or renewal of the administrator's contract. If, at any time, the Board has not evaluated the District Administrator within any such 12-month period, the District Administrator shall notify the Board President in writing and work with the Board President to schedule an evaluation to occur as soon as practicable.

Along with the duties and responsibilities identified in the District Administrator's written job description or employment contract, any of the following may also serve as part of the foundation of the Board's evaluation of the District Administrator:

1. The District's mission and beliefs statement and the District's strategic plan;
2. Specific annual or other goals the Board has established and identified in consultation with the District Administrator;
3. The administrator standards identified by the Department of Public Instruction; and
4. Other leadership standards expressly identified by the Board in consultation with the District Administrator.

The Board shall use data and other available objective and subjective evidence to inform its evaluation of the District Administrator. The District Administrator shall be responsible for preparing such data and other evidence as he/she believes may be relevant to the evaluation process, except as otherwise directed by the Board. As part of the evaluation process, the Board may also require the District Administrator to complete a self-evaluation that assesses the present working relationship between the Board and the District Administrator, and that summarizes progress to date on District goals and on any other goals or expectations that had been established specifically for the District Administrator.

Evaluations shall help to identify and document particular individual performance goals for the District Administrator that correlate to (1) areas identified for professional improvement or growth; and/or (2) key District goals. Each time such a goal is established, the Board will work with the District Administrator to identify measurement mechanisms and performance indicators related to assessing future progress on the goal.

DISTRICT ADMINISTRATOR EVALUATION

Policy 225

Page 2 of 2

An evaluation may encompass not only the short-term period between the current and most recent evaluations, but may also address trends over longer time periods and the status of long-term projects and long-term planning initiatives.

Except for those periodic written evaluations required by law, not all evaluations that occur under this policy need to be reduced to a written document, provided that the Board is satisfied that a more informal process or outcome is sufficient at the time of the evaluation in question. However, at a minimum, a memo shall be inserted into the District Administrator's personnel file to document the date any verbal evaluation occurred.

The Board President shall work with the District Administrator to ensure that sufficient meetings are scheduled so that the evaluation process can reach its conclusion in a timely fashion.

Legal References:

Wisconsin Statutes

Section 118.24	[administrator contracts]
Section 121.02(1)(a)	[school district standard; verification of licensure]
Section 121.02(1)(b)	[school district standard; professional development of employees]
Section 121.02(1)(a)	[school district standard; evaluation of licensed staff]

Wisconsin Administrative Code

PI 8.01(2)(a)	[annual certification to DPI of administrator's current license]
PI 8.01(2)(a)	[board evaluation of district administrator]
PI 34.003	[DPI's administrator standards]

Adoption Date: October 21, 2020