

## SUPERINTENDENT'S ANNUAL PERFORMANCE EVALUATION

**Annual Evaluation of the Superintendent.** The Board shall annually evaluate the Superintendent's performance using only the process established in this policy.

**Exceptions.** If the State Board of Education intervenes in the operation of the school system, the Board shall not evaluate the Superintendent's performance during the period of intervention unless directed to do so by the State Superintendent of Schools. Additionally, nothing in this policy shall be interpreted to require the Board to evaluate any Interim Superintendent.

**Use of the Evaluation Results.** The Board in its discretion may use the results of the evaluation to determine whether to offer the Superintendent a new contract to take effect upon expiration of the Superintendent's current contract. In the Board's discretion, the results may also be used to determine the level of compensation or benefits to offer the Superintendent in any such new contract.

**Required Evaluation Training.** All Board members and the Superintendent must receive evaluation training approved by the State Board of Education and conducted jointly by the West Virginia School Board Association and the West Virginia Association of School Administrators.

**Annually Establishing the Superintendent's Goals and Objectives.** Annually, before September 15, the Board and Superintendent shall establish written, measurable, and timely goals or objectives for the Superintendent to accomplish. Each goal or objective shall include a specific timeline for completion. The timeline need not be the same for each goal or objective. The timeline for any goal or objective may extend beyond the end of the current school year.

**The Required Student Achievement Goal.** At least one of the written, measurable, and timely goals must relate to student achievement.

**Goals that Must Support the County Strategic Plan.** Any goals addressing student success and well-being, including the required student achievement goal, must support progress of the established county strategic plan goals.

**Required Input from Others in Setting the Superintendent's Goals and Objectives.** In establishing the Superintendent's goals or objectives, the Board and Superintendent shall consider timely input from other parties, such as citizens and school employees. The input will be sought and received in a manner determined annually by the Board and Superintendent prior to [*insert a month and date such as "August 1" that fall before September 15*] \_\_\_\_\_.

**Breaking Impasses in Setting the Superintendent's Goals or Objectives.** When the Board and Superintendent seem unable to agree on the goals or objectives, [*use only one of the following three choices and delete the others*]

the Board and Superintendent shall immediately petition the West Virginia Board of Education to designate an individual to facilitate agreement on goals or objectives.

the Board shall immediately engage the West Virginia School Board Association and the West Virginia Association of School Administrators to facilitate agreement.

the following specific procedure shall be followed immediately to break the impasse:

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**Deadline for the Superintendent's Annual Evaluation.** Annually, before June 30, the Board shall assess the Superintendent's achievement of the written goals or objectives. However, if the Superintendent's contract is set to expire on the ensuing June 30, the assessment shall be made before March 1.

*[include one, both or neither of these two paragraphs:]*

**Assessing Additional Areas of the Superintendent's Performance.** At the same time, the Board *[choose one]* may/shall assess the Superintendent's performance in the areas of community relations, school finance, personnel relations, curricular standards and programs, and overall leadership of the across the county as indicated primarily by improvements in student achievement, testing and assessment. Any such assessments will be made by the following means, including any ratings or rankings:

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**Assessing the Superintendent's Performance as CEO.** At the same time, the Board *[choose one]* may/shall assess the Superintendent's performance of any of the other duties of the Board's chief executive officer as delineated in the Superintendent's contract or other written agreement with the Board, and the degree to which the Superintendent keeps the Board apprised continuously of any issues that affect the Board or its schools, programs, and initiatives.

**The Process for Arriving at the Assessment.** *[Use either this paragraph or one you devise that also specifies and attaches an evaluation instrument and requires that the assessment process occur in executive session:]* The assessment shall be made using the Superintendent Evaluation Instrument appended to this policy. Each participating Board member and the Superintendent shall complete and timely submit the Instrument to the Board President, who shall compile the results. In executive session outside the Superintendent's presence, the Board shall review and discuss the compiled results, which the President may then modify to fairly reflect the Board's discussion. In executive session, the results shall be shared with the Superintendent, who will be given the opportunity to share a personal assessment of his or her performance.

**Statement to the Public About the Results of the Assessment.** After the Board, in executive session, has assessed the Superintendent's performance, it shall make available to the public a general written statement about the evaluation process, the overall result, and the Superintendent's

progress in meeting goals. Although the Board shall try to reach consensus among its members as to the contents of the statement, the statement must be approved in executive session by at least a majority of the Board members who participated in the assessment. No separate or dissenting report of the Superintendent's evaluation shall be released by any Board member or the Superintendent.

**Release of Additional Information.** Additional information about the Superintendent's evaluation may be released only by mutual consent of the Superintendent and Board.

**Effective Date.** This policy shall take effect upon its enactment by the Board and shall govern the Board's annual evaluation of the Superintendent beginning with the 2022-2023 school year.

*Sources:*

*West Virginia Code § 18-4-6, "Evaluation of county superintendent"*

*West Virginia Board of Education Policy 5309, "County Superintendent Performance Evaluations," 126 C.S.R. 143*

**SUPERINTENDENT EVALUATION INSTRUMENT**  
**SUPERINTENDENT REQUIRED GOALS**  
 (GOALS ESTABLISHED ON OR BEFORE SEPTEMBER 15)  
 (AT LEAST ONE GOAL MUST RELATE TO STUDENT ACHIEVEMENT)

GOAL	TIMELINE	MEASUREMENT TOOL(S)	RATING			COMMENTS
			EXCEEDS	MEETS	NEEDS IMPROVEMENT	

Additional goals can be added below:

**SUPERINTENDENT EVALUATION INSTRUMENT  
ADDITIONAL COMMENTS/COMMENDATIONS**

**Additional information and/or commendations.**

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