

# BULLETIN BOARD

## Preparing to Evaluate the Superintendent

Michigan law requires local and intermediate school district boards of education to evaluate their superintendent annually. Districts that have adopted the January-December cycle should be making preparations now to conduct the formal (summative) evaluation of their superintendent.

**Self-Evaluation**—Board presidents should work with their superintendents to schedule a meeting with the whole board to review the superintendent’s self-evaluation and evidence of performance. Board members are encouraged to ask questions as needed. This may be done in closed session upon the request of the superintendent. MASB recommends allowing up to a month between the superintendent’s self-evaluation and the board conducting the formal evaluation to allow ample time for questions, as well as additional evidence collection and dissemination, if necessary.

**Formal Evaluation**—Board presidents should discuss the plan for the formal evaluation with their superintendent and fellow board members. Identify whether or not the superintendent is requesting a closed session for his/her evaluation and plan the meeting accordingly, keeping in mind that MASB’s Superintendent Evaluation is scored by consensus.

This means board members will need to come to the meeting well prepared to discuss the superintendent’s performance—so they need to have received a blank copy of the evaluation far enough in advance to make notes and review the evidence of performance. And board presidents will need to manage the board conversation that leads to consensus as well as document the consensus scores. It’s a good idea for board presidents to carefully review the process for conducting the superintendent’s evaluation prior to the meeting and consider enlisting the help of the superintendent’s administrative assistant or a fellow board member to record the scores.

**Reporting the Evaluation**—MASB recommends that the board president and superintendent develop a brief statement that summarizes the superintendent’s performance to be read aloud at a board meeting and also shared with the public. School districts must report the evaluation rating each school year by June 30 to the Michigan Department of Education.

**Help With Evaluation**—Many boards of education prefer to have an external facilitator to assist them through the process of evaluating the superintendent. The facilitator provides a guiding support for the

board and superintendent, managing the details of the evaluation process to ensure compliance with the Revised School Code as well as reporting requirements of the Michigan Department of Education. If your board would like to schedule a facilitated superintendent evaluation, contact MASB Board Development Manager Debbie Stair at 517.327.5904 or [dstair@masb.org](mailto:dstair@masb.org).

