GENERAL SCHOOL ADMINISTRATION

Evaluation of the Superintendent

The School Board works in collaboration with the Superintendent to recognize accomplishments and set mutually agreed upon goals for continuous improvement.

The School Board conducts an annual evaluation of the Superintendent, to be completed no later than June 30 each year. This evaluation is based solely on a mutually agreed upon set of goals, consistent with the seven performance standards (and accompanying indicators) identified in the Virginia Department of Education (VDOE) “Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents.” Following the completion of each evaluation, a new annual evaluation timeline begins on July 1, with the new mutually agreed upon set of annual goals in place no later than September 30 of each year, at which time the timeline concludes.

Throughout the school year, as appropriate, the Superintendent provides the School Board and public with evidence of progress toward meeting the mutually agreed upon annual goals. This may occur during School Board meetings and other public forums, and/or through submission of written materials as a part of the collection of evidence.

Approximately two weeks prior to the Superintendent’s annual final review, the Superintendent’s office will provide the School Board with a summary of the work done to accomplish the mutually agreed upon goals for the year. Simultaneously, the Superintendent’s office will invite each School Board member to create a list of commendations and recommendations to be shared with the Superintendent during the final review meeting. Items identified, while not part of the formal evaluation, are considered informational. Commendations serve to recognize the hard work and efforts of the Superintendent and his or her staff and recommendations serve to guide the Superintendent’s performance of duties.

In preparation for the final written evaluation, the Board, Superintendent, and a facilitator (mutually agreed upon by the Superintendent and a majority of the School Board) meet during one scheduled Closed Session to discuss all submitted materials documenting completion of the Superintendent’s mutually agreed upon goals. The Superintendent may choose to provide the Board with additional personal and School Division accomplishments from the past year. The Superintendent may also, at his or her discretion, invite key personnel to assist in the presentation of his or her evaluation data. With the assistance of the facilitator, the Board then meets to discuss these materials and consider its evaluation of the Superintendent.

1. The Board Chairman, or Vice Chairman (or designee) in the absence of the Chairman, convenes the School Board in Open Session and then enters into Closed Session, as permitted by law, for the purpose of conducting the Superintendent’s evaluation and negotiating or renegotiating the Superintendent’s contract as a confidential personnel and legal matter.

2. The facilitator presides over the final evaluation review meeting.

3. The facilitator reviews with the Superintendent and School Board the process for the final evaluation of the Superintendent’s goals, as per VDOE guidelines.

4. The Superintendent, and other employees, if any, invited at the Superintendent’s discretion, review the administration’s progress toward meeting the mutually agreed upon goals with the School Board. This review shall include completed activities and indicators, as well as those activities and indicators in process or not yet achieved. The Superintendent may also choose to share personal and School Division accomplishments from the past year and/or, as stated in the VDOE guidelines regarding self-evaluation, “The superintendent may consider self-rating at the end of the year and sharing this with the school board.”

5. The Superintendent, and other employees, if any, leave the room so that the School Board, with the assistance of the facilitator, can discuss and deliberate.

6. The facilitator then reviews with the School Board the four VDOE Evaluation Ratings, the “preponderance of evidence” standard, and leads a group discussion on the progress achieved by the Superintendent toward accomplishing the mutually agreed upon goals.

7. Upon completion of the discussion, based on the preponderance of evidence regarding the successful completion of the mutually agreed upon goals, the facilitator asks School Board members to indicate their initial ratings on a worksheet designed specifically for that purpose (Attachment I, Individual Assessment). This activity is to be completed individually by each member of the School Board.

8. Upon completion of Attachment I, the facilitator then compiles the Board members’ individual results for additional discussion using Attachment II, Compilation of Individual Assessments – Preliminary Assessment.
9. The facilitator seeks consensus, or a majority opinion, regarding the Superintendent's overall preliminary evaluation assessment rating, based upon the discussion and data presented. Consensus and near consensus items are addressed first, with items needing additional discussion to follow.

10. The Superintendent is invited to return for the presentation of the Preliminary Assessment by the Board. The facilitator then shares Attachment II, Final Preliminary Assessment, with the Superintendent and guides the discussion that follows. The Board Chairman, or Vice Chairman (or designee) in the absence of the Chairman, or the facilitator if requested, shares the results of the Board’s discussion, as noted on Attachment II, Compilation of Individual Assessments – Preliminary Assessment. Time is set aside for discussion, as needed.

11. At the end of the discussion, the Superintendent shall be asked to leave the room so that the Board, with the assistance of the facilitator, can discuss any desired changes or modifications to the Preliminary Assessment that may be necessary to inform the Final Assessment.

12. Once the Board’s Final Assessment has been determined with the assistance of the facilitator, it is so noted on Attachment III, Final Assessment. Original and all other copies of Attachment I, Individual Assessment and Attachment II, Compilation of Individual Assessment – Preliminary Assessment, are then placed in an envelope, sealed, and given to Division Counsel for confidential filing.

13. The Superintendent returns for the presentation of the evaluation by the School Board. The facilitator then shares Attachment III, Final Assessment, with the Superintendent and guides the discussion that follows both about the final evaluation and any additional recommendations and commendations.

14. The Superintendent then has an opportunity to present any requests regarding his or her contract or employment agreement (e.g., term, hours, salary and benefits, working conditions).

15. After the presentation, the Superintendent is excused so that the School Board, with the assistance of the facilitator, may take into consideration and discuss any requests regarding his or her contract or employment agreement.

16. Once deliberations are completed, the Superintendent is asked to return to Closed Session to learn the status of his/her requests for contractual consideration upon which the School Board desires to act.
17. An “Evaluation Summary for the Superintendent of Schools” (Attachment IV) is completed, reviewed with the School Board, and signed by the Board Chairman (or in his/her absence the Vice Chairman or designee) and Superintendent. Commendations and recommendations are attached to the Evaluation Summary for informational purposes only and provided to the Superintendent when completed.

18. The School Board adjourns Closed Session, returns to Open Session, and acts as appropriate on those items discussed in Closed Session.

Should the Superintendent choose to do so, he or she may provide the Board with a written response regarding the contents of the evaluation and/or the evaluation process; this response would then be added to and retained as a part of the final documentation and the Superintendent’s personnel file. The Superintendent’s evaluation and all evaluation instruments, including Attachments I-IV, shall remain confidential personnel documents.

B. Procedure for Setting Mutually Agreed Upon Goals.

In preparation for setting the mutually agreed upon goals for the Superintendent for the new school year, the Board, Superintendent, and a facilitator (mutually agreed upon by the Superintendent and a majority of the School Board) shall meet during one scheduled Closed Session prior to September 30 to discuss all submitted materials by the Superintendent for the Board’s consideration. The Superintendent may, at his or her discretion, invite key personnel to assist in the presentation of the proposed goals. With the assistance of the facilitator, the Board then meets to discuss and reach consensus with the Superintendent on the mutually agreed goals for that school, following the follow procedure:

1. The Board Chairman, or Vice Chairman (or designee) in the absence of the Chairman, convenes the School Board in Open Session and then enters into Closed Session, as permitted by law, for the purpose of discussing the Superintendent’s performance as it relates to setting the Superintendent’s annual goals as a confidential personnel matter.

2. The facilitator presides over the goal-setting meeting.

3. The facilitator reviews with the Superintendent and School Board the process for setting the Superintendent’s annual goals.
4. The Superintendent, and other employees, if any, invited at the Superintendent’s discretion, present the Board with the Superintendent’s draft goals for the new school year with the School Board, based on the seven performance standards as defined by VDOE.

5. After the presentation, the Superintendent, and other employees, if any, are excused so that the School Board, with the assistance of the facilitator, can discuss and deliberate.

6. Once deliberations are completed, the Superintendent is asked to return to Closed Session to receive comments on his or her goals.

7. The facilitator then works with the Superintendent and the School Board to reach a mutually agreed upon set of goals for the new school year, which will be used to evaluate the Superintendent, consistent with VDOE performance standards.

8. The School Board adjourns Closed Session and returns to Open Session.

The Superintendent (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.
Superintendent’s Evaluation Matrix - Prince William County Public Schools

<table>
<thead>
<tr>
<th>Individual Assessment</th>
<th>Standard</th>
<th>Exemplary</th>
<th>Proficient</th>
<th>Developing/Needs Improvement</th>
<th>Does Not Meet Standard</th>
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Directions: Based upon the preponderance of evidence presented by the Superintendent on accomplishing the mutually agreed upon goals at his or her final evaluation conference, this form is used **individually** to document each Board member’s initial individual ratings on each of the seven VDOE Standards.

Date: _________________________  Board Member’s Name: _____________________________________________________
### Compilation of Individual Assessments – Preliminary Assessment - Prince William County Public Schools

<table>
<thead>
<tr>
<th>Standard</th>
<th>Exemplary</th>
<th>Proficient</th>
<th>Developing/Needs Improvement</th>
<th>Does Not Meet Standard</th>
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Directions: Based upon the preponderance of evidence presented by the Superintendent on accomplishing the mutually agreed upon goals at his or her final evaluation conference, this form is used by the facilitator to compile each Board member’s initial **individual** ratings in **summative form** on each of the seven VDOE Standards.

Date: _________________________  Facilitator’s Name: _________________________________________________________
### Superintendent’s Evaluation Matrix - Prince William County Public Schools

<table>
<thead>
<tr>
<th>Final Assessment</th>
<th>Standard</th>
<th>Exemplary</th>
<th>Proficient</th>
<th>Developing/Needs Improvement</th>
<th>Does Not Meet Standard</th>
<th>Weighted Consensus Rating</th>
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**Overall Rating:**

Directions: Based upon the preponderance of evidence presented by the Superintendent on accomplishing the mutually agreed upon goals at his or her final evaluation conference, this form is used to document the Board’s consensus regarding each of the seven VDOE Standards. Standards #1 to #6 are weighted at 10%; Standard #7 is weighted at 40%.

Date: _________________________  Facilitator’s Name: ____________________________________________
Prince William County Public Schools
Evaluation Summary for the Superintendent of Schools

Date: __________________________________

Superintendent’s Name: ______________________________________________

Overall Evaluation Summary:

_____ Exemplary

_____ Proficient

_____ Developing/Needs Improvement

_____ Recommended for Targeted Professional Growth (e.g., two or more
“Developing/Needs Improvement or one or more “Does Not Meet Standard”)

_____ Unacceptable

Commendations and Recommendations:

As provided by individual School Board members, and attached for information only.

Superintendent’s Annual Goals:

To be mutually agreed upon by the School Board and the Superintendent in Closed Session in,
September and attached.
Hereby submitted on behalf of the School Board of Prince William County.

______________________________________________    ________________________
Chairman’s or Vice Chairman’s or Designee’s Name Date

______________________________________________
Chairman’s or Vice Chairman’s or Designee’s Signature

______________________________________________    ________________________
Superintendent’s Name Date

______________________________________________
Superintendent’s Signature

Note: The Superintendent’s signature denotes receipt of the summative evaluation, not necessarily agreement with the contents.