

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**306.1  
BOARD REGULATION  
Superintendent's Evaluation**

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The Board of Education believes that performance and harmony are enhanced when the Superintendent clearly understands his/her job duties, the priorities assigned to those duties by the Board and the extent to which the Board feels the Superintendent has carried them out.

**Purposes:**

1. To clarify the Superintendent's role in the school system as seen by the Board of Education.
2. To ensure harmonious working relationships between the Board and the Superintendent.
3. To establish short and long term goals for the Superintendent.
4. To place priorities on the most critical tasks.
5. To improve the Superintendent's day-to-day operation, increase job satisfaction and enhance professional image.
6. To allow the Superintendent to receive feedback on activities and performance from those who direct and supervise the Superintendent.
7. To provide tangible evidence upon which to base decisions regarding the renewal of the Superintendent's contract.

**Procedure:**

1. A formal evaluation shall take place once annually, normally in September.
  2. The evaluation shall be made based on:
    - a) Board Regulation 304.1 - Role Description for the Superintendent
    - b) The Board approval annual objectives of the Superintendent
    - c) The Board approved criteria for the evaluation of the Superintendent
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Cross Refs: *School Act*, Board Regulation 304.1

Adopted: October 9, 1990  
Reviewed: June, 1997, October 2000  
Revised:

3. The Board should ensure that the following are in place:
  - a) a written Mission Statement of the Board, which is reviewed regularly
  - b) a written set of annual goals and objectives developed in consultation with the Superintendent
4. Board consensus regarding the evaluation findings shall be put in writing, signed by the Board Chair and provided in draft form to the Superintendent.
5. Indications by the Board of any performance areas that are deficient or in need of improvement shall include discussion on how improvement might be made.
6. The Superintendent shall be provided with an opportunity to discuss a draft evaluation summary with the Board prior to finalization.
7. The written final evaluation shall be discussed with the Superintendent by the Chair, and subsequently discussed in a closed meeting attended by only the Trustees and the Superintendent if desired by the Superintendent or the Board.
8. All evaluation meetings and documents will be considered confidential.
9. Meetings where the evaluation results of the Superintendent are discussed shall include no other Board business items.
10. No later than one month following receipt of the final written evaluation report by the Board, the Superintendent will provide in writing to the Board, in a closed session, activities planned to correct any deficiencies noted (if any) or improvement recommended by the Board, as well as a description of those factors which may limit improvements.