

SUPERINTENDENT PERFORMANCE EVALUATION

The quality of the Keota Community School District depends to a significant extent on the effectiveness of its Superintendent. The Superintendent must be a leader in creating learning opportunities that enable and inspire our children to become successful, caring and contributing citizens of our nation and the world.

Toward that end, the Keota Board of Directors has adapted and adopted, as the basis for its Superintendent's job description and annual performance evaluation, the six Iowa Standards for School Leaders as contained in Iowa Law. The Superintendent must demonstrate competencies, skills and achievements related to each of the six standards.

It is the responsibility of the Board to evaluate the performance of the Superintendent relative to those standards. The Vice President of the Board will direct the evaluation process.

Each member of the Board is to receive an evaluation form no later than November 1 of each year, and complete, sign and return it to the Board Vice President no later than the second Monday of the month of November.

The Superintendent shall also complete, sign and return this instrument to the Vice President as a basis for self-evaluation, and may also provide any supporting documents or other materials he or she believes will help Board Members understand his or her efforts and achievements during the evaluation period.

All evaluations received by the Board Vice President by second Monday of November will be photocopied and distributed to all Board Members, as well as to the Superintendent, by the third Monday of November of each year. The Superintendent shall also receive a copy of all evaluations. The original copy of each evaluation is to become part of the Superintendent's permanent personnel file, which is to be secured and maintained by the Board Secretary. No other respondents or other parties may receive copies of any evaluations. These documents shall not be public documents.

As part of the evaluation process, the Superintendent shall create an Individual Professional Development Plan and share that plan annually with the Board.

Annually, the Board Members and Superintendent will meet in closed session, consistent with Iowa law and district policy, to discuss the results of the evaluations, and develop a joint Statement of Commitment that will describe each party's non-binding intentions for the succeeding academic and contract year. This Statement of

Commitment will enable either party to make the appropriate plans for the succeeding year and beyond. The statement of commitment will be signed at the next regular scheduled business meeting of the School Board.

The Board Secretary will take the minutes and tape all meetings held pursuant to this policy. The taped record is not a public record. An attorney selected by the Board will review all documents produced pursuant to this policy, to ensure that they are sufficient for the purposes of Iowa Code Section 21.5(4). For the purposes of this policy, the Vice President is authorized to consult with the attorney.

The personnel file of the Superintendent will be established and maintained exclusively by the Board Secretary pursuant to Board direction. The Board Secretary shall keep a log listing details of each and every access to the file, including his or her own. The file is the property of the District, under the direct and exclusive control of the Board of Directors. The file shall be kept in a secure location and under no circumstances removed from its secure location without specific Board approval. No document shall be removed from the file except by express direction of the Board of Directors, or in accordance with law.

The Board is not precluded by this policy from taking any steps deemed necessary to promote the best interests of the District, as permitted by District policy, Iowa Code and the annual employment contract of the Superintendent.

Legal Reference: Wedergren v. Board of Directors, 307 N.W.2d 12 (Iowa 1981).
Iowa Code §§ 279.8, .20, .23, .23A (2013).
281 I.A.C. 12.3(4).

Cross Reference: 212 Closed Sessions
302 Superintendent

Adopted: 09/13/20

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