

**West Linn-Wilsonville  
School District 3J**

Code: **CBG**  
Adopted: 5/08/15  
Readopted: 1/11/16  
Orig. Code(s): CBG

**Evaluation of the Superintendent**

The superintendent is the chief executive officer of the West Linn-Wilsonville School District #3J. The Board affirms that annual evaluation of the superintendent's performance is a valuable method of assessing the status of education in the district, increasing the level of the Board's knowledge in a variety of areas, and identifying areas which deserve discussion between the Board and the superintendent. The evaluation will be based on the administrative job description, applicable standards of performance, Board policy and progress in attaining goals for the year established by the Board and superintendent.

Additional criteria for the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation.

The vice chair of the Board will supervise the evaluation process, tabulate data, summarize narratives and present the results for discussion at a public Board meeting.

The vice chair will distribute the superintendent evaluation form to Board members and the superintendent by June 1 of each year. The evaluation process will be completed no later than June 30 each year.

Board members will provide feedback based on the evaluation criteria.

A self-evaluation may be prepared by the superintendent for submission to Board members concurrently with preparation of the Board's superintendent evaluation. Written evaluations will be completed by each Board member.

The Board's discussion and conferences with and about the superintendent and his/her performance will be in executive session, unless the superintendent requests an open session. Such an executive session will not include a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent's personnel file.

Any time the superintendent's performance is deemed to be unsatisfactory, the superintendent will be notified in writing of specific areas to be remedied and will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may dismiss the superintendent pursuant to Board policy, the employment contract with the superintendent and state law and rules.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660\(2\), \(8\)](#)

[ORS 332.505](#)

[ORS 342.513](#)

[ORS 342.815](#)

[OAR 581-022-1720](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

**Cross Reference(s):**

BDC - Board Executive Sessions

CB - Superintendent

CBA - Qualifications and Duties of the Superintendent