



**Policy: Superintendent/CEO  
Performance Assessment  
Policy Number: BBB  
Policy Type: School Board Governance  
and Operations**

**Policy:**

The Hanover School Division Board of Trustees believes that the educational philosophy, mission statement and priorities developed by the Board are the foundation from which decisions are made in terms of creating and maintaining a learning environment that enriches the lives of every student, maximizes their engagement and learning potential, provides opportunities for them to develop meaningful relationships, to be challenged and successful, and prepares them to be active lifelong learners. An evaluation of the Superintendent/CEO provides opportunity to demonstrate accountability, growth and the strengthening of the relationship between the Board and the Superintendent/CEO.

**Guidelines**

1. The performance assessment of the Superintendent/CEO shall be based on two criteria; the Duties of the Superintendent found in Policy BB, as well as the priorities established by the Board from time to time.
  1. Prior to a scheduled assessment the Board shall meet and discuss the evaluation format and instrumentation with the Superintendent/CEO, which may include a self-assessment component done by the Superintendent/CEO.
  2. The Board will conduct an annual evaluation of the Superintendent/CEO, with a formal evaluation occurring in years two and four and a Board's term and a less formal evaluation in years one and three. The Superintendent/CEO will receive a written report from the Board after each performance assessment.
  3. If the performance of the Superintendent/CEO is unsatisfactory in any respect, a written report identifying any such unsatisfactory performance areas/practices will be presented to the Superintendent/CEO. The assessment report shall include recommendations from the Board to address the areas identified that require improvement. The Superintendent does have the right to make a written response to the Board regarding the assessment.
  4. The Board's assessment and the Superintendent's response shall become a permanent attachment to the Superintendent's electronic personnel file. The Board Chair can request a copy of a previous Superintendent evaluation through the Secretary-Treasurer.

Date Policy Created:	June 7, 2022
Date of last Review:	December 13, 2016

Reference(s):	
Related Forms:	