

**SUPERINTENDENT EVALUATION MOTIONS**

**Instructions:** A motion and roll call vote is required for each of the ten performance areas on the superintendent evaluation. **School boards should not vote on an overall evaluation rating.**

**When board members have unanimously agreed on the superintendent's rating, board presidents should read the following:**

1. *Upon review of the individual evaluations, all board members have rated the superintendent as **satisfactory/unsatisfactory** for the performance area of **(list performance area)**. Given this consensus, do I have a motion and a second to approve this performance area as **satisfactory/unsatisfactory**? Is there any discussion? I will have the business manager call roll once discussion is complete.*
2. *The Superintendent has been rated as **satisfactory/unsatisfactory** for the performance area of **(list performance area)**.*
  - a. **Read when the rating is satisfactory:** *I have numbered all individual board comments. Are there any comments from the individual evaluations that the board would like to include on the board-approved evaluation? If the board would like to include any comments, I will need a motion and a second to include comments by number. Is there any discussion? I will have the business manager call roll once discussion is complete.*
  - b. **Read when the rating is unsatisfactory:** *Per state law, when the board rates the superintendent as unsatisfactory, the board is required to detail its findings and make recommendations. I have numbered the comments and recommendations for you. Please review them to determine which you would like include on the board-approved evaluation. I will then need a motion and a second to include comments and recommendations by number. Is there any discussion? I will have the business manager call roll once discussion is complete.*

**When board members disagree on the superintendent's rating, board presidents should read the following:**

3. *Upon review of the individual evaluations, a majority of board members has rated the superintendent as **satisfactory/unsatisfactory** for the performance area of **(list performance area)** and a minority of board members has rated the superintendent as **satisfactory/unsatisfactory**. Based on the majority's preliminary ratings, do I have a motion and a second to approve this performance area as **satisfactory/unsatisfactory**? We will now discuss the discrepancy in individual ratings following which I will have the business manager call roll. This discussion and vote provide an opportunity for board members to reconfirm or change their original ratings.*

4. After item three is complete, read the language in either 2a or 2b to finalize comments and recommendations for the performance area.

**End of McClusky School District #19 Exhibit CAAB-E**