

SUPERINTENDENT EVALUATION MOTIONS

Instructions: A motion and roll call vote is required for each of the six 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.*