



GOVERNANCE POLICIES

Policy Type	Council – Staff Relations
Policy Name	Annual Summative Evaluation of the Superintendent
Policy Number	ASD-W-CSR 1.4
Effective Date: September 20 2012	Revised: March 30, 2023

Policy:

The Council shall conduct a formal, summative evaluation of the Superintendent, in June of each year.

Accordingly:

Whereas the Council will view the Superintendent's performance as being identical to the performance of the Anglophone West School District, the Council shall each May/June conduct a formal evaluation of the Superintendent in accordance with Section 36.9 (5) (e) of the Education Act. The evaluation will be based upon data collected during the year from the monitoring of the Council's Ends Results and Executive Limitations policies. An Evaluation Sub-committee may be formed to conduct the evaluation. The following process will be followed:

- Prepare a written evaluation document.
- Review the evaluation section of the district review with the Superintendent during an in-camera meeting.
- Require the Superintendent to prepare an action plan to address any concerns found in the district performance evaluation.
- Base any recommendation regarding remuneration (found within existing provincial guidelines) on the district evaluation and the Superintendent's action plan. Human Resources should be consulted prior to making any salary recommendation.
- Once the Council has approved the evaluation, a motion will be made / recorded in a public DEC meeting indicating the finalization of the evaluation.
- A copy of the evaluation will be provided to the Superintendent and a copy will be submitted to District Human Resources for inclusion in the Superintendent's personnel file.

Monitoring:

Method(s)	Frequency	Month
Council Self-evaluation	Once per year	May/June