

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

REGULATION SERIES 300 - ADMINISTRATION

R 301	SENIOR ADMINISTRATIVE PERSONNEL
R 301.2	Evaluation of the Superintendent of Schools and the Secretary-Treasurer

This Regulation specifies the method by which the Superintendent of Schools and the Secretary-Treasurer will be evaluated and accompanies Policy 301.2.

1. Scope of the Evaluation
 - 1.1 The scope of the evaluation will be based on the Role and Responsibilities of the Superintendent of Schools and the Secretary-Treasurer as specified by the Board.
2. Board/Superintendent of Schools and Board/Secretary-Treasurer Agreement
 - 2.1 As the Superintendent of Schools and the Secretary-Treasurer are employed by the Board of Education, all procedures related to the evaluation of Superintendent of Schools and Secretary-Treasurer must be undertaken by the Board as a corporate body. No trustee, including the Chairperson, shall act as the Board in this matter.
 - 2.2 The Board will ensure that the procedures for the formal and informal evaluation are mutually agreed upon between the Superintendent of Schools and the Board and the Secretary-Treasurer and the Board.
3. Procedures
 - 3.1 Frequency
 - 3.1.1 An informal evaluation by the Board will be completed on an annual basis for the Superintendent and the Secretary-Treasurer.
 - 3.1.2 A formal extensive evaluation will be completed every 5 years or as deemed necessary by the Board.
 - 3.1.3 The Board Chair shall be responsible for scheduling and implementing the Evaluation procedure, submitting the results to the Board and the Superintendent and the Secretary-Treasurer and maintaining confidential personnel files of the evaluations.