

SCHOOL DISTRICT 54
(Bulkley Valley)
ADMINISTRATIVE PROCEDURES

Superintendent Evaluation
Administrative Procedure 1.200-2
(Board Policy 1.200)

REGULATIONS

Procedures

1. Frequency:
 - 1.1. An informal performance, planning and goal setting review for the Superintendent of Schools will be completed with the Board on an annual basis.
 - 1.2. A comprehensive evaluation will be completed in year two (2) and year four (4) of the contract of a Superintendent. Alternatively, the Board maintains the right to exercise a special evaluation of the Superintendent at any time subject to a 2/3 majority vote of the Board. The scope and parameters for the special evaluation will be determined by the Board at the time of implementation.

2. Comprehensive Format:
 - 2.1 The Board shall consider BC School Trustees Association recommendations on the format of the Superintendent's Evaluation.

 - 2.2 An evaluation framework that provides the following over a minimum of two separate Board meetings:
 - a. A report or presentation to the Board which provides opportunity to discuss: achievement regarding roles and responsibilities and the leadership standards, any responses to feedback in the evaluation process, a review of professional goals and any initial Board feedback.

 - b. At the following Board meeting, the Superintendent will provide a final review or summary of the evaluation and an opportunity for a wholesome discussion between the Board and Superintendent before Board approval of the evaluation.

 - 2.3 The comprehensive evaluation is a performance-based assessment that addresses the Superintendent's role and success in addressing growth areas as indicated in the planning and goal setting review [AP 1.200-1].
 - a. Provide clear comments related to progress in reaching personal professional goals and competencies;
 - b. Use concrete examples to support comments;
 - c. Surveys of staff that are immediately supervised by the Superintendent can be considered. Surveys shall not be done on an anonymous basis.
 - d. Progress of the Strategic Plan and district goals must be considered.
 - e. Ensure the report is signed by both the board chair and the superintendent

Amended: October 28, 2025