



SECTION V: EMPLOYEES

POLICY 5140

EVALUATION OF ADMINISTRATIVE PERSONNEL

Except for the Superintendent, who shall be evaluated by the Board of Education, all certified and non-certified administrators shall be evaluated annually by certified/non-certified personnel designated by the Superintendent. All evaluations shall be made in writing. Evaluation documents and responses thereto are to be maintained in a personnel file for each administrator.

The evaluation form used shall be made available to employees upon request.

All certified and non-certified administrators shall be evaluated and the evaluation form completed no later than May 1 of each school year.

The Board of Education shall evaluate and complete the evaluation form on the Superintendent of Schools in accordance with the provisions of the Superintendent's employment contract. A copy of the Superintendent's evaluation shall be maintained in his/her official personnel file in Human Resources in a sealed envelope. The District's designated attorney will also maintain a copy of the evaluation in a secure file.

Nothing in this Policy shall require as a condition precedent to dismissal of any administrator that a prior written evaluation be made of the administrator; provided, however, no action to non-reemploy a certified or non-certified administrator shall occur without a written evaluation of the administrator.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*
Broken Arrow Board of Education policy revised, July 10, 2017.