

**FILE: CBG**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b>	<b>October 16, 1979</b>	<b>FILE SECTOR:</b>	<b>GENERAL SCHOOL</b>
<b>DATE REVISED:</b>	<b>May 16, 1996</b>		<b>ADMINISTRATION</b>
<b>DATE REVISED:</b>	<b>July 15, 2004</b>	<b>POLICY TITLE:</b>	<b>ADMINISTRATOR</b>
<b>DATE REVISED:</b>	<b>June 22, 2011</b>		<b>EVALUATION</b>
<b>DATE REVISED:</b>	<b>September 15, 2016</b>		
<b>DATE REVISED:</b>	<b>September 26, 2022</b>		

In January of each year, or as soon thereafter as practicable, the Medford Area Public School District Board of Education (BOE) will conduct a closed session to evaluate the district administrator's performance (with the district administrator present for such portions of the evaluative discussion as the board deems appropriate) and to discuss the district administrator's evaluations of the performance of the administrative team. Evaluations shall be based on written, board-approved job descriptions (PI 8.01(2)(q) Wisconsin Administrative Code).

Through evaluation of the district administrator, the BOE shall strive to:

- Clarify for the district administrator their role in the school system as seen by the BOE.
- Provide effective administrative leadership for the school system.
- Clarify for all BOE members the role of the district administrator in the light of their job description and the immediate priorities among their responsibilities as agreed upon by the BOE and the district administrator.
- Develop harmonious working relationships between the BOE and the district administrator.

The BOE shall provide itself and/or the district administrator with periodic opportunities to discuss district administrator BOE relationships, and shall inform them in writing, at least annually, of any inadequacies as perceived by the BOE.

**CROSS REFERENCE:** **Administrative Job Descriptions & Employment Contract of the District Administrator**

**LEGAL REFERENCE:** **Sections 19.85, 118.24, and 121.02(1)(q) Wisconsin Statutes and PI 8.01(2)(q) Wisconsin Administrative Code**