

PRINCE GEORGE’S COUNTY PUBLIC SCHOOLS
Board of Education
Upper Marlboro, Maryland

8265
Policy No.

BOARD OF EDUCATION POLICY

INTERNAL BOARD POLICIES

Evaluating the Superintendent of Schools

I. POLICY STATEMENT

The Board of Education of Prince George’s County (Board) shall evaluate the Superintendent annually.

II. PURPOSE

The purpose of this policy is to provide guidelines for how, what, and when the Board will evaluate the Superintendent.

III. DEFINITIONS

- A. *Artifacts* – Consist of written records and documents produced by the Superintendent as part of the job responsibilities, such as: Board meeting minutes, articles written for publication, PowerPoint notes from presentations, agendas from meetings led, recordings of press conferences, etc.
- B. *Duties* – Consist of duties identified in statutes and regulation, as well as the employment contract between the Board and the Superintendent, which shall include but are not limited to: assessment of progress in student achievement goals, working relationships with the Board and its members, other government agencies, and stakeholders (including parents, community and staff) fiscal stewardship of funds and the standards of professional conduct.
- C. *Indicators of goal and expectation attainment* – Includes documentation such as multiple valid and reliable data sources, direct observations of the Superintendent by Board members, client surveys, artifacts of performance, etc.
- D. *Performance goals* – Consist of measurable goals with specific timelines for achievement that are aimed at desirable, yet realistic, improvement targets that align with PGCPs’ needs and/or concerns.

IV. STANDARDS

- A. Annually, prior to the beginning of the school year, the Superintendent and Board Chair shall meet to agree on the format/evaluation instrument and annual performance goals for the Superintendent's annual evaluation. The Board shall approve the evaluation instrument. The Superintendent shall develop a plan of action to support goal achievement. The plan will include an annual timeline for goal attainment based upon indicators of annual progress.
- B. No later than June 30th of each year, unless otherwise stipulated in the contract between the Board and the Superintendent, the Board shall formally evaluate, in writing, the performance of the Superintendent. The evaluation shall be based on a review of the indicators for goal and expectation attainment of the performance expectations as detailed in the Superintendent's, duties, the agreed upon performance goals and the implementation of Board policies.
- C. Board legal counsel shall serve as a resource for the Board in the evaluation of the Superintendent, including, but not limited to, receiving and compiling individual Board members' evaluations.
- D. The Board shall provide the Superintendent with a copy of the completed evaluation within 30 calendar days following conclusion of annual evaluation conference. The Superintendent shall have the right to respond to the Board's written evaluation either orally during closed session or in writing. The evaluation of the Superintendent and substantive information considered by the Board in completing the evaluation is confidential personnel information.
- E. Prior to evaluation conference each Board member will be provided the opportunity to provide input and complete a rating of the Superintendent which will be averaged into a single score from the Board.
- F. The composite evaluation shall represent the consensus of the Board. The evaluation conference shall occur as an agenda item for closed session.
- G. The Superintendent may include a written statement. The Superintendent shall sign the evaluation within five (5) working days.

V. IMPLEMENTATION RESPONSIBILITIES

The Board shall implement this policy.

VI. REFERENCES

- A. Legal
 - MD. CODE ANN., EDUC. §§ 4-101 - 102
 - MD. CODE ANN., EDUC. §§ 4-204 - 205

MD. CODE ANN., EDUC. § 4-402

B. Other Board Policies

Board Policy 0120 – System Oversight

Board Policy 8101 – Policy Development

VII. HISTORY

Bylaw Adopted as 9265

5/10/90

Bylaw Amended

5/27/93

Policy Adopted and Renumbered 8265

9/28/00

Policy Amended

5/16/03

Policy Amended

4/29/04

Policy Reviewed - No Revisions Required

1/14/05

Policy Reviewed – No Revisions Required

10/26/05

Policy Amended

9/20/07

Policy Amended

02/27/2025