

Section 1-8.4:1. Evaluation of School Board Clerk; Timeline and process for evaluation. — A. The School Board will annually evaluate the performance of the School Board Clerk. In evaluating the school board clerk, the School Board should consider the working relationship between the school board clerk and the School Board, and the overall performance of the school board clerk in carrying out assigned duties.

B. The annual performance evaluation of the school board clerk must take place no later than July 30th of each fiscal year. Any discussion regarding the annual performance evaluation of the school board clerk must be held in a closed meeting of the School Board. When evaluating the performance of the school board clerk, members of the School Board are only allowed to evaluate the clerk's performance as outlined in the evaluation instrument. The chair of the School Board must provide members of the School Board with the agreed upon evaluation instrument and the school board clerk must provide members of the School Board with documentation evidence regarding the performance of the school board clerk by no later than June 30th. The evaluation must be completed by members of the School Board and filed with the Chief Financial Officer for Suffolk Public Schools by no later than 10 business days after receipt of the annual evaluation instrument from the chair of the School Board. Any member of the School Board who does not complete the annual evaluation instrument and file with the Chief Financial Officer for Suffolk Public Schools as required by this policy will not have their evaluation considered by the remaining members of the School Board, except for good cause shown as determined by the remaining members of the School Board and this decision will be final. At least three business days before any closed meeting of the School Board is held for the purpose of discussing the performance of the school board clerk, the school board clerk must be provided with the composite numerical evaluation score together with any written comments from members of the School Board that appeared on the evaluation instrument. All discussions will be treated confidentially by members of the School Board and school board clerk. (Adopted: November 10, 1994)

Legal Authority – Virginia §22-1.82 (1950), as amended.