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To: Chelsea School District Board of Education
From: Michael J. Kapolka, Superintendent
Subject: Recommendation for Biennial Superintendent Evaluation
Date: Monday, November 2, 2026

Members of the Board of Education,

As part of the District's ongoing review of its administrative evaluation practices, I have worked with the Board Personnel Committee to review the Superintendent evaluation process and the provisions outlined in the Michigan Revised School Code. Based on these discussions and the committee's review, **I recommend that the Chelsea School District Board of Education approve transitioning to a biennial evaluation cycle for the Superintendent, beginning with the 2026 to 2027 school year.**

Section 1249b of the Michigan Revised School Code allows school districts to move from an annual to a biennial evaluation cycle once an administrator has received an Effective or Highly Effective evaluation rating for three consecutive years. Having received an overall rating of Effective for the past three years, I have met the statutory requirements for this transition.

Under this recommendation, the 2026 to 2027 school year would be considered a "*Pass*" year, meaning a formal evaluation would not be conducted, and the previous overall rating of *Effective* would carry forward for that school year.

The Board would resume the formal Superintendent evaluation process during the 2027 to 2028 school year, with subsequent formal evaluations occurring every other year, consistent with the provisions of Michigan law.

The intent is to align the Superintendent evaluation process with the flexibility provided under state law while maintaining the Board's ongoing oversight and accountability expectations.