

## Superintendent Evaluation Process

In the spring of 2017 the school board agreed to change the evaluation process of the superintendent. At that time the board was presented with a timeline for transitional year evaluation that concluded in the end of August. Given the absences of some directors during the summer months the process was shifted to a September review period.

The adjusted review schedule is:

August 28: Presentation of summary of work accomplished in 2016-2017

August 28-September 7: Board president solicitation of commendations and recommendations to be submitted to the Board President

September 11: School Board executive session review/ draft superintendent evaluation

September 25: School Board executive session to complete superintendent evaluation (if needed)

Before September 30: Board President (or designees) will finalize evaluation with the superintendent

Beginning with the 2017-2018 school year the evaluation process will be:

- At the August work session, the Superintendent will recommend several goals for the year. Those goals will be measured by Key Performance Indicators (KPIs) where practical. A formal set of goals and measures will be mutually agreed on by the Board and Superintendent.
- At two of the monthly Board work sessions (mid-year and year end) during the school year, the Superintendent will submit a goal(s) progress monitoring report that will be reviewed and discussed by the Board. Each report will focus on specific KPI's (or other measures of success), progress made, and growth opportunities, if any.
- The Board will provide feedback to the Superintendent after each progress monitoring report meeting. That feedback could include commendations and recommendations, if any. The Board President will be responsible for summarizing this in writing and distributing to the Board and Superintendent.
- In July, the Superintendent will prepare a final Goal Progress Monitoring Report and "Sources of Pride." These will be reviewed by the Board. The Board President will solicit individual feedback in the form of commendations and recommendations from Board members.
- The final evaluation in written form will be completed by the School Board President (or designees) using information from these Superintendent reports, as well as any pertinent information gained during the preceding year, and any year-end feedback provided from Board members.
- A draft final evaluation will be reviewed in Executive Session.
- The Board President (or designees) will finalize the evaluation based on the discussion in Executive Session, and schedule a Superintendent year-end performance review no later than August 30.