

2026-27 Superintendent Evaluation Process & PROPOSED Timeline

REVISION 1

Date	Activity
September 16, 2026	Board Public Meeting - Pre-Evaluation - The board adopts the evaluation tool with criteria. If the board utilizes OSBA/COSA Superintendent evaluation workbook, this tool includes evaluation standards and may also incorporate superintendent goals and the optional Targeted Feedback Survey (TFS). - The board should also ensure that the adopted process and timeline follows what is stated in the superintendent's contract and superintendent evaluation policy.
October 21, 2026	Board Public Meeting If Superintendent goals are included as part of the evaluation criteria, the board and superintendent will review and adopt the superintendent goals that are to be used as part of the evaluation process.
REVISED, ADDITIONAL DATE Special Meeting: December 2, 2026	Board Public Meeting – SPECIAL VIRTUAL MEETING - If a TFS is included as part of the evaluation criteria, the board must contract with OSBA to administer the survey and facilitate the superintendent evaluation in executive session*. This also includes a TFS planning session with OSBA, where the board selects the evaluation standards to be included in the survey and identifies the survey participants.
January 20, 2026	Check-in Meetings - <i>These meetings may be conducted in executive sessions if discussions are evaluative in nature. ORS 192.660(2)(i)</i> - Board and superintendent meet to discuss the progress of standards and superintendent goals (if applicable). - These meetings are typically part of a quarterly or mid-year review process and should be planned during the adoption of the evaluation process.
January 20, 2026	Superintendent Self-Evaluation Superintendent self-evaluation and artifacts presented to the board for consideration.
February 27, 2027	Individual Board Members Fill Out Evaluation Individual board members submit their scores and comments on the superintendent evaluation. <i>(Optional: may forward to OSBA facilitator, which are then compiled into a summary for the board to discuss)</i>
REVISED, ADDITIONAL DATE March 3, 2027	Executive Session* - Superintendent Evaluation Facilitated by OSBA - If applicable, Targeted Feedback Survey (TFS) summary of results presented - Board members discuss their individual evaluations, superintendent's self-evaluation, artifacts and TFS (if applicable) to develop the board's written summative evaluation report that will be shared with the superintendent.
3/10/27	Board chair presents draft summative evaluation report (draft copy) to the superintendent.
3/17/27 Executive session followed by public session.	Executive Session* - Superintendent Summative Evaluation Discussion Facilitated by OSBA - The board meets with the superintendent to discuss and clarify the draft summative evaluation report. - Superintendent exits executive session. - The board discusses summative evaluation further, if needed. - The board exits the executive session and opens public meeting to approve final summative evaluation report. - A copy of the approved summative evaluation report is placed in the superintendent's personnel file. - Optional - Board chair reads public evaluation summary, which may be created by OSBA facilitator.

**To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))*

This adopted process and timeline shall serve as notice to the superintendent of the pending stated executive sessions within this document.