

**Oak Park School District 97**  
**2015-16 SUPERINTENDENT EVALUATION PLAN**  
**Draft v 110615 – For Board Approval 120115**  
**Prepared by: Brisben & Spurlock**

- I. **Summary:** For the 2015-16 school year, the Superintendent evaluation will consist of two elements: 1) a qualitative evaluation using the LCI rubric for the 2008 ISLCC standards, and 2) a quantitative evaluation based on percentage completion of the 45 SMART objectives listed in the Superintendent's Professional and Organizational Goals.

II. **Relevant documents that are integral to the Evaluation Plan**

- A. ISLLC Supt Evaluation Rubric by LCI.pdf
- B. Superintendent's Goals 10.18.15 (DRAFT) CK.docx

III. **Qualitative evaluation process**

- A. The LCI rubric for the ISLCC standards asks board members to evaluate the Superintendent on a scale of 1-4 for several questions across six domain areas. D97 board members will be asked individually to score the Superintendent for each of the questions, as well as provide any narrative commentary they care to offer on the Superintendent's performance within each domain. In addition, there will be an opportunity for board members to provide general narrative comments.
- B. Scores by each board member will be tabulated and an aggregate rating for each domain as well as an overall rating will be calculated. Board member ratings and comments will be masked (i.e. "Board Member A, Board Member B," etc.)
- C. The ratings and narrative commentary will be delivered to the Superintendent in advance of an executive session held specifically for the purpose of review and discussion of the Superintendent's evaluation (with both Board and Superintendent present).
- D. Prior to the executive session, the Superintendent will be asked to do a self-evaluation using the same scoring method and narrative comments process described above.

IV. **Quantitative evaluation process**

- A. As background, during October 2015 each of the board member Goal Liaison Teams had the opportunity to meet with the Superintendent to review, discuss, and affirm the Superintendent's Professional and Organizational Goals SMART objectives (these appear starting on page 14 of "Superintendent's Goals 10.18.15 (DRAFT) CK.docx").
- B. During the summative evaluation period (see below), the Superintendent and the Goal Liaison Teams will be asked to report the percentage of SMART objectives that have been completed for each goal area.
- C. The completion rate of those objectives will be tabulated and calculated as a percentage of the total. For the purposes of helping to determine the

Superintendent's contractual incentive compensation levels (base salary increases of 0%, 4%, or 6%), a completion percentage of <80% will indicate no raise, a completion rate of 80-89.99% will indicate a 4% raise, and a completion rate of >89.99% will indicate a 6% raise.

## V. Timeline

### A. Summative evaluation process steps

1. December 2015 – Evaluation Process Team (Brisben/Spurlock) will identify resources that can create an online tool for board members to submit ratings and narrative comments for the qualitative portion of the evaluation.
2. January 2016 – Resource will be selected and engaged
3. One week for Superintendent to do a self evaluation
4. One week for the board to review the self-evaluation and conduct its own evaluation
5. One week for the board to internally compile results and highlight “hits,” “misses,” and “future opportunities”
6. One week later closed session with Superintendent to deliver the evaluation.

### B. Proposed calendar for summative evaluation process:

| Date  | Task  | Responsible Party    |
|---|---|----------------------|
| Dec. 2015-Feb. 2016   | Research online mechanisms for conducting review  | Brisben/Spurlock     |
| Dec. 2015-Feb. 2016   | Finalizing the exact questions/format for review  | Brisben/Spurlock     |
| March 2016  | Provide Feedback for final review form  | Board                |
| April 11-18, 2016   | Superintendent completes self-evaluation  | Superintendent       |
| April 18-25, 2016   | Board completes evaluation  | Board                |
| April 26-May 10, 2016   | Compilation of Results  | Brisben/Spurlock     |
| May 10-24, 2016   | Board prepares verbal and written evaluation to present to Superintendent – including individual feedback; also includes board-only executive session | Board                |
| May 24, 2016 Board Meeting exec. Session OR special meeting as determined by board leadership | Board presents evaluation   | Board/Superintendent |

### C. Interim informal “temperature check:” Brisben/Spurlock will meet with the Superintendent during the month of January 2016 for the purpose of:

1. Checking progress on Professional and Organizational Goals
2. Obtaining feedback from the Superintendent on any issues, challenges, or potential goals changes that need to be considered.