



## Superintendent Mid-year Progress Report

Name: \_\_\_\_\_ Evaluation Year: \_\_\_\_\_

The performance evaluation system must include a mid-year progress report for the superintendent for each year that the superintendent is evaluated. The mid-year progress report must be used as a supplemental tool to gauge the superintendent's improvement from the preceding evaluation and to assist the superintendent to improve if needed.

Before establishing specific performance goals for the remainder of the year, the board and superintendent should review the progress toward current goals.

The goals are generally derived from the district's current MICIP plan, district strategic plan, district goals, the superintendent evaluation tool or other agreed upon measures. Discussion of progress toward goals may occur in a CLOSED SESSION if requested by the superintendent. The following may be used to gauge mid-year progress.

**Goal/Priority:** \_\_\_\_\_

**Progress:**

**Goal/Priority:** \_\_\_\_\_

**Progress:**

**Goal/Priority:** \_\_\_\_\_

**Progress:**



## Superintendent Mid-year Progress Report, continued

The board shall develop, in consultation with the superintendent, a written improvement plan that includes goals for the remainder of the year and recommended training. It is designed to assist the superintendent to improve their rating if needed.

Goals for the remainder of the year: After discussion of the progress toward goals, goals for the remainder of the year (second half of the evaluation cycle) may be discussed. This discussion must happen in OPEN SESSION.

The board and superintendent should consider what artifacts/data are going to be used to evaluate progress and if there is any additional training needed. The new goals or continued goals and training can be listed here.

**Goal for the Remainder of the Year:** (may be continuation of previous goals)

**Artifacts of Evidence/Data That May Be Used to Assess Progress:**

**Additional Training:** (if needed should be listed here)

**Board President Signature:** \_\_\_\_\_

**Superintendent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_