

**Superintendent Evaluation
DC Everest Area School District
Checkpoint Dates
FORM**

Person Completing Form: Casey Nye	Date: December 5, 2024
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Thank you for subscribing to the WASB Superintendent Evaluation Framework. We appreciate the opportunity to support your district through this process. Please complete this form by adding dates/responses to ALL **yellow** highlighted boxes below. Once complete and at least two (2) weeks prior to the date the superintendent needs to receive the evaluation survey link, please email this completed form back to the WASB staff consultant. The WASB staff consultant will review the timeline for feasibility and begin the process.

Please <u>check</u> whether this superintendent evaluation is for a First Year or Beyond First Year superintendent. **Everyone completing the evaluation must complete the same version.		First Year OR
	XX	Beyond First Year

When completing the table, please consider your district's board meeting calendar. Sample calendar dates are shown in the right columns - one for December summative evaluation cycle and the other for July.

Steps	Calendar DATES	Sample Calendar <u>December</u> Summative	Sample Calendar <u>June</u> Summative
Date <u>Superintendent</u> needs to receive the evaluation survey link from WASB to begin their self-evaluation	Dec 5	October 1	April 1
<u>Superintendent</u> completes Survey by THIS deadline AND contacts WASB when completed	Dec 13	October 14 Sup Deadline	April 14 Sup Deadline
<u>WASB</u> downloads data, creates summary report with superintendent responses, and sends Superintendent the report	Dec 16 WASB requires 1 week from deadline to complete	October 21 WASB Report to Sup	April 21 WASB report to Sup
<u>Superintendent</u> shares self-evaluation report and goals with board in closed session (allow one week from deadline for WASB to complete report)	Dec 18	October 28 Closed Session Sup shares w Board	April 28 Closed Session Sup share w Board
<u>Board President</u> provides the full board (immediately following the closed session with the superintendent): 1. The evaluation survey link 2. Survey completion deadline date 3. Reminder of whether they are completing the "First Year"/"Beyond First Year" evaluation	Dec 18	October 29 Board begins survey	April 29 Board begins survey
3-5 days before deadline, <u>WASB</u> sends board president names of members who completed the survey and <u>board president</u> reminds non-completers	Dec 30 WASB will schedule	November 9	May 9
<u>Board members</u> complete Survey by this deadline (WASB will need at least one week to get the summary report completed and sent to the board president)	Jan 5	November 14 Board Deadline	May 14 Board Deadline
<u>WASB</u> closes the survey and sends COMPLETED Summary Report to Board President (allow WASB approximately two weeks from deadline to complete survey results)	WASB requires about 2 weeks from deadline to complete	November 28 Report to Board President	May 28 Report to Board President
<u>Board president</u> (with or without entire board) completes a draft written summative evaluation for approval by the board in closed session	Jan 15	December 15 Closed Session	June 15 Closed Session

<u>Board President</u> (or designee), following closed session with the board, provides Superintendent with written summary narrative and copy of WASB's evaluation summary report	Jan 30	December 30	June 30
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