



Prepared for: North Bend School District Board of Directors
Prepared by: Tim Crider, Assistant Superintendent
Meeting Date: August 7, 2025

OSBA Targeted Feedback Survey

ACTION REQUIRED

Background

At the July 1, 2025, Regular School Board Meeting, the Board agreed to invite the Oregon School Boards Association (OSBA) to facilitate a Board Work Session on July 10, 2025. During this session, Jennifer Nelson from OSBA provided training on the superintendent evaluation process and discussed how OSBA can support the Board throughout this work. The objective was to build a shared understanding of the evaluation process and to promote a collaborative, transparent structure aligned with the *COSA-OSBA Superintendent Evaluation Workbook*.

Two specific support requests were identified during the session:

1. A cost estimate for OSBA to assist the Board in conducting a full superintendent evaluation cycle beginning in January 2026.
2. A cost estimate for implementing a *Targeted Feedback Survey* in Fall 2025 to provide insight for Board members ahead of the superintendent evaluation in December 2025–January 2026.

This action item pertains to the second request: implementation of the *Targeted Feedback Survey* facilitated by OSBA. The support required is estimated at 4–6 hours, as detailed in the attached quote.

Action Requested

Approval to accept the quote from OSBA to facilitate the *Targeted Feedback Survey* in Fall 2025.

Motion Requested

"I move to accept the attached Superintendent Evaluation Facilitation Plan for 2025–26, Targeted Feedback Survey, as outlined in Appendix A of the OSBA 2026 Superintendent Evaluation Facilitation Proposal."



Superintendent Evaluation Facilitation Plan 2025-26

North Bend School District

Overview of Facilitation Services

Our superintendent evaluation facilitation services guide school boards through a structured, collaborative process that ensures accountability, clarity, and alignment between the board and superintendent. This service begins with a training session focused on the board's role and the application of the COSA-OSBA Superintendent Evaluation Workbook. Following the initial training, our facilitation moves the board through formalizing their superintendent evaluation process, planning a series of meetings across the year, and guiding the board in evaluating the superintendent's performance.

We consult with the board chair and superintendent to ensure a productive and collaborative evaluation process that supports the professional growth of the chief executive. Our role is to guide and facilitate discussions that align the board's goals with the superintendent's performance. Additionally, we work closely with the board secretary to coordinate the logistics of the evaluation process, ensuring timely and efficient execution of each step.

Hourly Rates

- Professional time: \$200 per hour
- Clerical services: \$57 per hour
- Travel time: \$100 per hour
- Mileage: IRS mileage rate
- Other: Actual cost (meals/lodging, if required)

Virtual meetings are available and can reduce travel costs. Consultant support is flexible and available at any point in the process, except for the delivery of a targeted feedback survey and the development of the superintendent evaluation document, which are required elements of our facilitation.

Superintendent Evaluation Process & Timeline

Below is a table outlining the key steps in the superintendent evaluation process and the expected consultant hours per step:

Step	Expected Hours	Consultant Support
Preplanning (March)	1 hour	Review statutes, policies, and contract; establish evaluation standards and timeline.
Superintendent Goals (April-May)	1 hour	Facilitate the goal-setting meeting with the board and superintendent.
Summer Check-in (July)	1 hour	Support the summer meeting between the board and superintendent for progress updates.
Fall Check-in (September)	1 hour	Support the fall meeting between the board and superintendent for progress updates.
Superintendent's Self-Evaluation (October)	1 hour	Assist with the review of the superintendent's self-assessment and targeted feedback survey results, if applicable.
Evaluation of Superintendent (Nov-Dec)	2 hours	Guide the board through the evaluation, including ratings and feedback development.
Evaluation Debrief & Summary (January)	1 hours	Facilitate the superintendent's evaluation debrief with the board and development of the evaluation summary.
Conclusion (Jan-Feb)	-	Assist with the public adoption of the evaluation summary and planning for the next cycle.

Total estimated hours for the entire evaluation process: 6-10 hours depending on the district's needs.

Targeted Feedback Survey Optional Process

Historically, the Board Development team has treated the TFS as a stand-alone process. While the TFS has built-in scaffolding with the survey planning and instruction at delivery of the report, boards tend to reflexively give additional weight to the survey results, especially when trainers present the data in a quantitative form.

Under this proposal, the TFS would be an optional part that could be added to a comprehensive year-long contract. To be sure that a TFS is fully integrated into the superintendent evaluation cycle a district would need to have a board rating and evaluation feedback sessions facilitated by OSBA trainers. These sessions in addition to those associated with the TFS itself will help ensure that survey results are given appropriate weight, used in appropriate context, and used to support the professional growth of the administrator.

Appendix A: Optional Add-On – Targeted Feedback Survey (TFS)

Overview

The Targeted Feedback Survey (TFS) is a board-superintendent collaborative process to gather confidential staff or community input tied to the seven of the eight OSBA/COSA superintendent performance standards. This optional add-on is intended to support data gathering in Fall 2025 and can either stand alone as an input to the district’s January evaluation deadline or be paired with full superintendent evaluation facilitation services beginning in January 2026.

This standalone fall TFS option is ideal for districts that:

- Want immediate support gathering feedback aligned with performance standards;
- Require staff and community input in Fall to meet a mid-year evaluation deadline (e.g., January 15);
- Intend to complete a full facilitated evaluation process in a future cycle, beginning post-evaluation.

TFS Process & Timeline (Fall 2025)

Phase	Expected Hours	Description
Planning Session (Sept-Oct)	1 hour	In a public meeting, OSBA consultant facilitates participant selection, identifies standards to assess, and finalizes survey logistics.
Survey Administration (Oct-Nov)	2-4 hours <i>(clerical time over 4 weeks)</i>	OSBA administers the online, confidential survey tailored to selected groups (e.g., internal staff, families, community).
Summary of Results (Nov-Dec)	1 hour	Consultant delivers results in executive session, highlighting patterns of strength and growth aligned with the 8 standards.

The board is encouraged to use these results in combination with the superintendent’s self-evaluation, goal progress, and other evidence during its evaluation process.

Hourly Rates

- Professional time: \$200 per hour
- Clerical services: \$57 per hour
- Travel time: \$100 per hour
- Mileage: IRS mileage rate
- Other: Actual cost (meals/lodging, if required)

Typical total hours for TFS-only implementation: **4–6 hours**, depending on district size and survey group complexity.

Notes

- The TFS is considered one of five components of the comprehensive OSBA/COSA evaluation model but may be used independently.
- Raw survey data remains confidential; OSBA provides a compiled, anonymized summary to protect respondent identities.
- OSBA will ensure survey alignment with the district's previously adopted standards and/or goals if applicable.

Optional Continuation: Full Evaluation Facilitation (Post-January)

Districts choosing to begin full evaluation facilitation after their current evaluation deadline may schedule facilitation services beginning in Winter/Spring 2026 to prepare for the next cycle of goals, check-ins, and evaluation deliverables.