



Memorandum

Date: September 2, 2025

To: Board of Directors of the Pendleton School District 16R

From: Michelle Jensen, PhD, Superintendent
Prepared by Ronda Thornburg, Executive Secretary

Subject: Proposed Superintendent Evaluation Calendar

Background: Superintendent Jensen met with the executive team to discuss the evaluation timeline for the 2025-26 school year.

Proposal:

- **October** regular board meeting: Superintendent update
- **November:** mid-year evaluation
- **February:** Full evaluation (prior to the March 15 deadline). At the end of the year, reflect together and begin work on next year's goals.
- **Spring Board Meeting:** Superintendent update