

# **Leadership Performance Review Molalla River SD Evaluation Plan 2012**

## **Step One**

### **Develop Evaluation Instrument ("Pilot Project for 2012")**

Feb, 2012

Select Standards

- Board Performance
- Superintendent Performance
- Agency Performance

Select Performance Indicators, Rating Scale

- Board Policy
- Contracts
- Statutory Obligations
- Board/Superintendent working agreements
- Strategic/Long-range plan
- Annual Goals

Prepare 360° feedback questions

Align 360° feedback questions to Performance Indicators

## **Step Two**

### **Board Organizes for Annual Performance Review**

Feb 10, 2012

Consultant meets with Board Chair, Superintendent & Board Secretary

- Organizes for Annual Performance Review

- Overview of Process

- Standards templates
- Performance Indicators templates
- 360° Feed back survey questions

Mar 8, 2012

Board meeting

- Consultant presents proposed evaluation plan
- Consultant reviews proposed evaluation calendar
- Board approves 2012 evaluation plan as a "pilot" project

Mar 22, 2012

Board meeting

- No action required

## **Step Three**

### **Information Collection Begins**

Apr 10, 2012

Consultant begins Annual Performance Review information collection

- Circulate 360° feedback surveys

- All Staff
- Administrators
- Board Self-Assessment

Apr 12, 2012

Board Meeting

- No action required
- Reminder to complete Board Self-Assessment

Apr 18-23, 2012	Consultant attends NSBA Annual Conference
Apr 24, 2012	Deadline for 360° feedback survey responses
Apr 26, 2012	Board Meeting No action required
<b><u>Step Four</u></b>	<b>Consultant Compiles 360° Feedback Survey Information</b>
Apr 25-May 7, 2012	Consultant work Tabulate 360° feedback results Prepare report of information collection for Board
May 8, 2012	Consultant meets with Board Chair, Superintendent & Board Secretary Reviews 360° feedback survey information Reviews Consultant report Reviews Superintendent Self-evaluation Prepares information collection report for Board
<b><u>Step Five</u></b>	<b>Information Collection Report</b>
May 24, 2012	Consultant submits information collection report to Board Instruct Board for completion of Evaluation Worksheets online
<b><u>Step Six</u></b>	<b>Evaluation Worksheets</b>
May 25-Jun 4, 2012	Board completes Evaluation Worksheets online Superintendent completes performance self-evaluation
Jun 5-13, 2012	Consultant work Compiles Board Evaluation Worksheet data Prepares comprehensive evaluation report Prepares "draft" narrative Superintendent Evaluation
Jun 14, 2012	Board reviews Consultant evaluation report Board discusses Superintendent Evaluation Board meets with Superintendent to review evaluation Board adopts Superintendent Evaluation Board prepares draft evaluation narrative for personnel file Board discusses Superintendent contract renewal Board adopts Superintendent's salary for next year
Jun 15-20, 2012	Board issues announcement reporting results of evaluation
<b><u>Step Seven</u></b>	<b>Annual Goal Setting</b>
By Aug 31, 2012	Adopt annual goals and superintendent performance measures