

Minutes of Superintendent Evaluation Committee Meeting

The Board of Trustees Lake Orion Community Schools

A Superintendent Evaluation Committee Meeting of the Board of Trustees of Lake Orion Community Schools was held Tuesday, January 28, 2025, beginning at 1:02 PM.

Attendees: Danielle Bresett, Birgit McQuiston, Jake Singer, Heidi Mercer

A. Discussion Items

1. Timeline

The committee reviewed a draft of the 2025 process timeline (attached).

2. Goals

The District Strategic Plan will be used as the goals, including a balanced budget and the continuation of professional growth.

B. Public Participation

No public participation

The meeting concluded at 2:32 PM

Secretary, Board of Education

Lake Orion Community Schools Superintendent Evaluation Process

A three (3) member evaluation committee, comprised of current Board of Education members, will meet with the Superintendent on an annual basis to establish a specific timeline to include at least one mid-year review and formal evaluation dates. The mid-year review, usually an informal meeting with the committee, will act as an opportunity to review progress.

The Superintendent Evaluation Process will serve as a tool in which the Superintendent may reflect upon their effectiveness as a district leader.

The table below describes the activities associated with conducting the evaluation:

Task	Responsible	2025 Evaluation
Review evaluation process	Evaluation Committee & Superintendent	January/February 2025
Set goals for upcoming year and agree upon calendar checkpoints	Evaluation Committee & Superintendent	January/February 2025
Informal check-in (discuss progress, consider relevant evidence)	Evaluation Committee & Superintendent	May 2025
Informal check-in (discuss progress, consider relevant evidence)	Evaluation Committee & Superintendent	September 2025
In preparation for the annual evaluation, the Superintendent presents Board with “evidence” of completion or progress for each “evaluation criteria” in closed session . Additional information may be requested by BOE members. Board members receive an “evaluation instrument” to complete.	BOE & Superintendent	October 29, 2025 @ 4 p.m. Special Board Meeting Closed Session
Board members complete individual evaluation ratings.	Board Members	By November 5, 2025 Board Meeting
Board members consolidate the evaluation results in closed session . Superintendent joins for additional feedback and discussion prior to consensus being reached.	BOE & Superintendent	November 5, 2025 after Regular Board Meeting Closed Session
Evaluation consensus document provided to Superintendent three days prior to meeting to be reviewed and discussed in closed session with Board members and the Superintendent.	BOE & Superintendent	November 19, 2025 after Regular Board Meeting Closed Session (if needed)
Finalized Evaluation results presented and adopted during open session .	Board President	December 10, 2025 Board Meeting