

### **Superintendent Evaluation Timeline**

<b>Month</b>	<b>Responsible Individuals</b>	<b>Responsibility</b>
July	Board and Superintendent together	Board reviews previous year's District goals and determines new priorities and strategies for the next year.
August	Superintendent develops personal targets in relation to board and District goals	Superintendent creates strategies that support the board goals for the following year. These goals are to be agreed upon by the board and will be used for the Superintendent Evaluation and connected to the current District Continuous Improvement Plan.
September	Board and Superintendent (item at the September Board Meeting)	Board/Superintendent discuss proposed goals and objectives, review CIP in open meeting. Superintendent gives Update #1 on the current status of the objectives.
December	Board and Superintendent (item at the December Board Meeting)	Superintendent gives Update #2 in open meeting on the progress of the goals and first round of testing data  Review Superintendent Evaluation for necessary changes
January	Board and Superintendent	Review Goals, Superintendent Evaluations sent out to Board, Staff, Parents Individual Board Members complete Superintendent Evaluation
February	Board	Board Chair will combine scores and comments to the Superintendent. Evaluation is then presented to Superintendent in Executive Session. The Board will identify areas of excellence and areas of improvement.  The Board develops a joint statement to read in open session.
March	Superintendent  Board (at the March Board Meeting)	Update #3 is given in open meeting on the progress of the goals.  Joint statement, possible contract
May	Board and Superintendent together  Superintendent	Final summative report of the Superintendent's progress on the strategies. Board meets with Superintendent in Executive Session and creates a final report, to be read in open session that includes the success and completion of the strategies as well as next steps for the Superintendent and the board. Next steps help create the basis for the goals the following year.  Report the highlights and identify areas of improvement for the coming year.  Review data on the goals for student achievement.
June	Board sets targets in relation to student achievement	Working with the Superintendent the Board sets the target for student growth in one or more areas of specific school, or entire district based on growth to achievement and/or a specific measurement needed for the district to reach district set goals of student achievement.

# **Survey Questions:**

## **Staff Survey**

**(Survey will count for 7% of evaluation)**

**Pick one choice for each question:**

- 1. Strongly Disagree**
- 2. Disagree**
- 3. Agree**
- 4. Strongly Agree**

### **Survey Questions**

- 1. The Superintendent is readily available.**
- 2. The Superintendent responds in a timely manner to issues and concerns.**
- 3. The Superintendent is visible within buildings and at school events.**
- 4. The Superintendent is supportive of staff and administration.**
- 5. What specific concerns would you like to have the Superintendent address?**
- 6. Please share any additional methods of communication that you would find helpful.**
- 7. Overall performance as Superintendent.**

**The Superintendent is evaluated on the progress of the District as a whole.**

- 8. What areas of concern do you have concerning District operations?**
- 9. What areas do you feel are successful in the District?**
- 10. Any other suggestions or comments concerning the District?**

## **Parent Survey**

### **Survey Questions**

- 1. The Superintendent is readily available.**
- 2. The Superintendent responds in a timely manner to issues and concerns.**
- 3. Do you feel the Superintendent has provided adequate communication to you about District events and issues?**
- 4. What specific concerns would you like to have the Superintendent address?**
- 5. Please share any additional methods of communication that you would find helpful.**
- 6. Overall performance as Superintendent.**

**The Superintendent is evaluated on the progress of the District as a whole.**

- 7. What areas of concern do you have concerning District operations?**
- 8. What areas do you feel are successful in the District?**
- 9. Any other suggestions or comments concerning the District?**

## **Administration**

### **Survey Questions**

- 1. The Superintendent is readily available.**
- 2. The Superintendent responds in a timely manner to issues and concerns.**
- 3. Do you feel the Superintendent has provided adequate communication to you about District events and issues?**
- 4. What specific concerns would you like to have the Superintendent address?**
- 10. Please share any additional methods of communication that you would find helpful.**
- 11. Overall performance as Superintendent.**

**The Superintendent is evaluated on the progress of the District as a whole.**

- 12. What areas of concern do you have concerning District operations?**
- 13. What areas do you feel are successful in the District?**
- 14. Any other suggestions or comments concerning the District?**