

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 at the conclusion of every school year to jointly establish a “set of evaluation criteria” for the upcoming school year. The criteria will be based on the district’s Strategic Goals and Objectives but may include other initiatives as deemed appropriate by the Superintendent and committee. These criteria will serve as the “measures of progress” towards achieving the Strategic Plan Goals. In addition, the committee and Superintendent will establish a specific timeline to include at least one mid-year review and formal evaluation dates. The criteria and timeline will be presented to the Board of Education for approval.

The mid-year review will act as an opportunity to review progress and modify the criteria (if requested by the committee or Superintendent). Any modifications will be approved by the Board of Education.

In accordance with the timeline, the Superintendent will present evidence of progress/completion of the “criteria set” to the board prior to evaluation. Individual and summary evaluations will be completed by the Board members, reviewed with the Superintendent, presented to the public and adopted by the Board of Education.

The table below describes the activities required to conduct the evaluation:

Task	Responsible	Comments
Evaluation Committee and Superintendent develop “evaluation criteria” and timeline.	Evaluation Committee & Superintendent	Tasks begins at conclusion of school year
Evaluation criteria and timeline presented to Board for approval.	Evaluation Committee	Recommend July
Board and Superintendent conduct mid-year review(s).	Evaluation Committee & Board Members	Recommend October and January
Superintendent presents Board “evidence” of completion or progress for each “evaluation criteria.” Additional information may be requested by BOE members.	Superintendent	Recommend late February to early March; Closed Session
Board members receive an “evaluation instrument” to complete.	Evaluation Committee	
Board members meet with Superintendent to conduct a verbal evaluation.	Board Members	Closed Session
Board member’s individual evaluations consolidated into a single Summary Evaluation by the Board Secretary.	Board Secretary	Board President may be included in this activity.
Summary Evaluation reviewed/approved by the Board.	Board Members	Closed session; Revisions as necessary
Summary Evaluation presented to the Superintendent for discussion/rebuttal.	Board Members & Superintendent	Closed session; If a dispute occurs, the Board President will mediate and determine steps required to finalize the document.
If modified, the Summary Evaluation finalized by Board Secretary and reviewed/approved by BOE.	Board Members	Closed Session
Finalized Evaluation Summary presented and adopted during open session.	Board President	Recommended March