

***Superintendent Evaluation
Draft Process for 2025-2026***

Purpose

- Provide an evaluation structure that meets the unique needs and circumstances for the 2025-26 school year.
- Ensure superintendent performance aligns with board-adopted shared goals and priorities.
- Provide ongoing feedback for continuous improvement and progress towards goals.

Contractual Items:

- October 1 - complete initial steps of process, including setting goals and setting yearly expectations
- March 15 - complete final evaluation

Process:

- Monthly update on goals - newsletter or in a business meeting for public updates;
- Quarterly Executive Session - deeper conversation and feedback
- March - share evaluation with superintendent in executive session, summary of evaluation shared in public meeting

Evaluation Process and Timeline (work through with committee in Aug/Sept)

1. Goal Setting (August-September)
 - a. Superintendent and board agree on shared goals, superintendent actions and evaluation process
 - b. Clarify communication expectations and report formats
 - c. Finalize at September Work Session
2. Superintendent provides ongoing progress reports to the board (ongoing)
 - a. Board agenda items, Friday Updates
3. Mid-Course Review (Executive Session in November)
 - a. Board provides formative feedback, identifying strengths and areas for improvement.
4. Superintendent submits self-reflection (January)
 - a. Review progress towards agreed-upon actions
 - b. Provide artifacts/evidence of the work that has been completed

5. Board rates superintendent performance in each condition / shared goal
- Safety, Belonging, Opportunity, Achievement - and provides narrative comments (February)
 - a. Review led by Board Committee
 - b. Includes feedback from all Directors
 - i. Determine rating based on consensus
 - ii. Gather narrative examples for feedback
 - iii. Consider feedback from the Board Self-Evaluation
6. Board committee writes evaluation and shares with Board and Superintendent in executive session (March Business Meeting)
 - a. Board chair typically creates the first draft
7. Board chair shares letter with superintendent (Board Work Session)
8. Public Summary (April)
 - a. Board chair shares a public summary statement of the evaluation results, focused on progress toward goals/actions and overall effectiveness.
9. Evaluation Committee begins drafting long-term Superintendent process / tool. (April - August)

Scoring Scale:

Evaluated based on being on track and in progress. Progress will be based on artifacts and evidence towards goals provided during the self-evaluation process as well as board observations.

4 – Exceeds Expectations: The person has not only made significant progress toward their goals but is performing beyond what was originally expected and is completing objectives ahead of schedule.

3 – Meets Expectations: The person is on track with their goals, making appropriate progress and demonstrating they will likely achieve their objectives on schedule.

2 – Progressing Toward Expectations: The person is making some progress toward their goals but may need additional time or resources to get on track and may be behind schedule.

1 – Does Not Meet Expectations: The person is not making adequate progress toward their goals and requires intervention or course correction. Objectives are unlikely to be completed or will be completed significantly behind schedule.