

Superintendent Evaluation Planning Worksheet

Phase	Date	Activity	Completed
Pre-Evaluation Planning	August	Calendar Evaluation Dates	
	August	Approve evaluation standards & process (vote)	
	October	Establish Superintendent Goals	
Quarterly Check-ins	October	Fall Check-in	
	December	Winter Check-in	
	February	Superintendent Self-evaluation	
Gathering Information	March	Individual board member ratings submitted	
Compiling Results	March	Board compiles results and present to Superintendent	
	March	Board & Superintendent meet to discuss results	
Conclusion	April	Presentation and approval of evaluation summary	