

School Board Work Session
Wednesday, September 16, 2026 6:30 PM

Kalmiopsis Elementary/Room 51
650 Easy St
Brookings, Oregon 97415

Agenda

1. Call Meeting to Order
2. Discussion Topic: Preview and Discussion of Annual Superintendent Evaluation Calendar and Superintendent Annual Goals Drafts
3. Future Work Session Topics
 - Alternative Academic Year Calendars continued, tentatively October 2026
4. Recess from Public Session to Executive Session
 - To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.(ORS 192.660(2)(i))
5. Adjourn Executive Session and Return to Public Session
6. Adjournment

BHSD Superintendent Evaluation Timeline/Process for 2026-2027

Introduction: Why Evaluate?

The evaluation of a Superintendent is a critical process that ensures alignment between the district's goals and the superintendent's leadership. It fulfills several key roles of the school board, including setting clear expectations (Vision), establishing the structure and criteria for assessment (Structure), holding leadership accountable for progress (Accountability), and fostering transparent communication (Communication).

Evaluation should be a positive, objective process aimed at promoting informed change and should be conducted in a supportive atmosphere. By adhering to board policies, state statutes, and agreed-upon criteria, the evaluation becomes a meaningful tool to support both district goals and the superintendent's development. Clear planning, including setting timelines for informal check-ins and the formal evaluation, is crucial to ensuring fairness and effectiveness.

September 2026

- September 16, 2026 - Work Session
 - Superintendent presents 2026-27 draft goals to Board for feedback.
 - 2026-27 Draft Superintendent evaluation timeline/process presented to Board for feedback.
 - Superintendent and Board finalize evaluation goals for the upcoming year (if any).
 - Board/Superintendent finalize the evaluation process (including Targeted Feedback Survey, if being used), standards (additional goals if any), forms, and timelines to be used this school year.
 - The Board formally adopts all of these in open session.

Monthly (Starting October 2026)

- Monthly Work Sessions (third Wednesdays)
 - The Superintendent has the opportunity to report interim progress on evaluation standards (and goals if added to the standards) to the board. Progress is reported in open session. Any specific evaluative feedback from the Board to the Superintendent can be done in executive session.

November-December 2026

- November or December 2026 - Work Session
 - Optional: The OSBA (or other neutral party selected by the district) is directed to look into 1-2 evaluation areas for a Targeted Feedback Survey (TFS) to be performed before evaluation completes. The board provides input on the list of who the survey will be administered to.

What is a Targeted Feedback Survey?

- An optional part of the annual superintendent evaluation process.
- Asks a targeted group of stakeholders to give feedback via a survey.
- The board and superintendent develop a list of individuals who will receive the survey.
- An independent party conducts the survey and sends the summary report back to the board.
- If a TFS is used, the board considers that information in completing the evaluation.

January-February 2027

- Outside of Meetings (January-February)
 - TFS, if used, is administered.

February 2027

- February 17, 2027 - Work Session
 - Evaluation documents are sent to the Board/Superintendent to be completed and returned to the board secretary (or designee) by February 1, 2027.
 - In executive session, unless an open session requested by the Superintendent, the Superintendent presents their self-evaluation to the board. Superintendent exits upon completion of the self-evaluation and any follow-up questions by the Board.
 - Board members discuss their evaluations and develop the Board's official written summative evaluation document(s) that will be shared with the Superintendent.
 - The board invites the Superintendent to rejoin to discuss and clarify the summative evaluation document. Superintendent again exits executive session.

- Changes to the evaluation may be made as a result of the discussions. Executive session ends.
- Board votes in open session to approve the summative evaluation and share a short summary of the evaluation.
This portion of the evaluation process can be broken into more than one meeting in February, if needed.
- By March 1, 2027
 - A copy of the final written summative evaluation form is placed in the superintendent's personnel folder.
 - Notify the Superintendent of their contract extension/non-extension (if applicable; contract due date is March 1 annually).

April-May 2027

Renegotiate Superintendent contract for next term time. Current contract ends June 30, 2027.

June 2027-October 2027

- June 16, 2027 - Work Session or following meetings
 - Superintendent/Board set evaluation goals for the upcoming year (in open session).
 - Board/Superintendent review the evaluation process (including TFS, if being used), standards (additional goals if any), forms, and timelines to be used for the next school year. The board formally adopts all of these in open session.
 - Superintendent reports interim progress on evaluation goals/standards to the board. Progress is reported in open session; any specific evaluative feedback from the board to the superintendent can be done in executive session.