

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: January 17, 2012

AGENDA ITEM No. 12-01-(2)-12

ACTION ITEM: (Y/N) N

SUBJECT: Superintendent Evaluation Process Discussion

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ATTACHMENTS: 1. Orange County Schools: Superintendent Evaluation Process.

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**PURPOSE:** The purpose of this agenda item is to provide the Board of Education an opportunity to publicly discuss the superintendent evaluation process.

**BACKGROUND:** The Board of Education held a working retreat on December 2, 2011. During this retreat, the board discussed modifications and improvements to the superintendent evaluation process. Working with counsel, the board has developed a new process consisting of performance goals, input, feedback and new timelines.

**FINANCIAL IMPACT:** None at this time.

**RECOMMENDATION:** The Superintendent recommends the Board of Education discuss the superintendent evaluation process as needed.

## **Orange County Schools: Superintendent Evaluation Process**

### **1. School System and Individual Performance Goals**

The Superintendent has submitted draft goals covering the 2011-2012 school year. The Superintendent should annually present draft school system and individual performance goals to the Board by July 1<sup>st</sup>. Goal setting is an ongoing responsibility as part of continuous improvement and the Superintendent should recommend revisions, deletions, or new goals at any time and the Board is free to revise, delete, or establish new goals for the system and Superintendent at any time.

For the 2011-2012 school year, the Board will approve individual goals for the Superintendent by January 31, 2012, and will approve school system goals by the end of February 2012. The Board will annually establish school system and individual goals for the Superintendent on or before September 1<sup>st</sup>. The Board may establish these goals in conjunction with its evaluation of the Superintendent at the completion of the previous school year.

The Superintendent and Board will meet during the goal-setting process to engage in constructive dialogue. The Superintendent and Board may establish specific assessments and data points that will be considered in evaluating the Superintendent's performance.

### **2. Ongoing Input and Feedback**

The Superintendent should regularly update the Board about progress on achieving goals and on other issues that impact the Superintendent's performance (this should be done on at least a quarterly basis as a board agenda item). The Board is free to provide the Superintendent feedback throughout the school year in closed session concerning the Superintendent's performance. By June 15<sup>th</sup> of each school year (including the 2011-2012 school year), the Superintendent will provide the Board a report reflecting his progress in accomplishing the goals and identifying any particular performance strengths or areas for improvement. As a part of this report, the Superintendent will complete the DPI Rubric as a self-assessment to provide to the Board.

### **3. Evaluation**

Prior to the start of each school year (including prior to the start of 2012-2013 school year), the Board will complete the evaluation of the

Superintendent's performance for the previous school year. The Board will complete the evaluation on the form established by the Board entitled "Orange County Schools, Superintendent Evaluation Rubric." The Board may revise this form to assure that it provides a comprehensive assessment of the Superintendent's performance. As a part of the evaluation process, each Board member will complete the form, and a Board committee will compile the completed evaluation. The Board committee will include in the completed evaluation all the evaluation ratings for each area on the evaluation so that the Superintendent receives the full range of Board member ratings (7 ratings for each area—one from each board member). Further, the committee will include on the completed evaluation a summary of the primary evaluation comments derived from the evaluations completed by the individual Board members. The evaluation will be provided to the Superintendent and should help generate goals for the upcoming school year.

The Board may modify the evaluation procedures and dates as appropriate (such as to require an earlier evaluation during a school year in which the Board is reviewing the Superintendent's contract for a renewal/extension).