

ROLE OF THE BOARD

THE FOCUS FRAMEWORK

A Discussion Tool for Establishing Board Direction in Key Areas

Area being discussed:					
SET CLEAR EXPECTATIONS What are our greatest hopes for students and the district in this area?	LEARN TOGETHER AS A BOARD TEAM What information does the board need to ensure the best decisions are made?	CREATE CONDITIONS FOR SUCCESS What does the board need to do to ensure the expectations can be met?	HOLD THE SYSTEM ACCOUNTABLE How will success be defined, and progress tracked?	BUILD PUBLIC WILL What will we need to do to gain community input and support for this work?	



Superintendent Evaluation Calendar

Springfield School District

<i>Date</i>	<i>Activity</i>
<i>June</i>	<p>Preplanning</p> <ul style="list-style-type: none"> Review any statutes, recent legislation, policies, and the superintendent's contract for any criteria regarding evaluation that the board must follow. Board approves evaluation standards and process. The board and Superintendent establish calendar dates for the superintendent evaluation process.
<i>July-August</i>	<p>Establish Superintendent Goals</p> <ul style="list-style-type: none"> The board and superintendent meet to develop a clear set of goals for the superintendent related to the organization's goals for the coming year. The board adopts the superintendent's goals by voting in a public meeting.
<i>October 28</i>	<p>Fall Check-in</p> <ul style="list-style-type: none"> The board and the superintendent meet to discuss the superintendent's progress toward meeting the formally adopted goals, discuss any specific concerns related to the superintendent's performance, and offer support.
<i>December</i>	<p>Winter Check-in</p> <ul style="list-style-type: none"> The board and the superintendent meet to discuss the superintendent's progress toward meeting the formally adopted goals, discuss any specific concerns related to the superintendent's performance, and offer support.
<i>January 27</i>	<p>Superintendent's Self-Evaluation</p> <ul style="list-style-type: none"> Superintendent presents their self-evaluation, highlighting achievements and areas for growth. Board members listen and ask clarifying questions to understand the superintendent's self-assessment fully. Receive results of the targeted feedback survey, if applicable
<i>February 24-March</i>	<p>Evaluation of the Superintendent</p> <ul style="list-style-type: none"> Board members discuss the superintendent's performance standard by standard, reaching consensus on ratings. The board collaboratively develops three to five bullet feedback points and a rationale for each standard, resulting in celebration areas and steps for professional development for the superintendent. Present the consolidated ratings and feedback to the superintendent, emphasizing constructive dialogue and support for professional growth.
<i>April</i>	<p>Evaluation Debrief and Evaluation Summary Development</p> <ul style="list-style-type: none"> The board meets with the superintendent to clarify questions and points needing further discussion. The board responds to questions, ensuring a shared understanding of the evaluation outcomes. The board collaboratively drafts and finalizes the evaluation summary, incorporating key feedback and ratings, ready for public sharing. The board and Superintendent discuss the next steps, including implementing feedback and goal setting for the next evaluation cycle.
<i>April-May</i>	<p>Conclusion</p> <ul style="list-style-type: none"> The board adopts the evaluation summary in a public meeting.