

SUPERINTENDENT EVALUATION PROCESS AND TIMELINE

| <i>Milestone</i> | <i>Action</i> |
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| July/August/September | The School Board and Administration review the district’s strategic plan and finalize school district goals for the year. |
| | The Superintendent and/or the Chair of the Superintendent Evaluation Committee (SEC) may request a meeting with the committee in executive session to discuss the Superintendent’s preliminary goals (typically 3-6 goals) with associated measurement and completion dates, and to review the evaluation process for the year. |
| By October 1 (typically) | The Superintendent meets with the full Board in executive session to present their finalized personal and/or professional goals and objectives for the year. |
| January | The Superintendent meets with the full Board in executive session to report interim progress on personal and/or professional goals. This is an opportunity to strategize and discuss unexpected challenges as well to determine if any mid-year evaluation and/or surveys are to be completed. The Board may vote on any mid-year evaluation tasks, if needed. |
| April 1–15 (typically) | The Superintendent provides a 360-degree performance feedback survey to employees who directly report to the Superintendent. |
| | The Superintendent prepares their written self-assessment of personal and/or professional goals and objectives as well as report on progress towards the school district’s goals. |
| | Board members complete individual evaluations of the Superintendent’s performance. |
| May 1–15 (typically) | The Board Chair and SEC Chair gather comparative compensation data (if applicable for contract negotiations). |
| | The SEC meets with the Superintendent in executive session to review the Superintendent’s self-evaluation, the results from the 360-degree survey, progress on personal and/or professional goals, and progress towards the District’s goals. The SEC will preliminarily discuss recommended salary and contract length (when applicable for contract negotiations). |

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| <p>By June 1 (typically)</p> | <p>The Board will meet in executive session to review the Superintendent’s self-evaluation, the results from the 360-degree survey, and Board members’ evaluations, and to discuss the Superintendent’s performance. The Board will preliminarily discuss recommended salary and contract length (when applicable for contract negotiations).</p> |
| <p>June</p> | <p>The SEC will complete the summative performance evaluation, including recommended salary and contract length. The SEC Chair and/or Board Chair will negotiate salary and contract terms with the Superintendent.</p> |
| <p>By June 30 (typically)</p> | <p>The SEC will present the completed summative performance evaluation, and make recommendations to the Board. The Board will meet in executive session to finalize salary and contract terms (when applicable for contract negotiations), which will then be voted upon by the full Board.</p> |

CROSS REFERENCE: CBI – Evaluation of the Superintendent

AMENDED: September, 2019
 AMENDED: January 22, 2026