

Superintendent's Evaluation Timeline and Process

Date	Evaluation Process
September 1, 2012	Superintendent schedules a meeting with the Board to discuss and approve the FY13 Evaluation Instrument and the FY13 Goals/Performance Objectives. See Paragraphs 3a, 3b and 5a and Exhibit A of Superintendent's Employment Contract.
April, 2013	<ol style="list-style-type: none"> 1. Superintendent distributes the FY13 Evaluation Instrument for the Interim Evaluation to each Board member. See Paragraph 5c and Exhibit A of the Superintendent's Employment Contract. 2. Superintendent completes the self appraisal using the FY13 Evaluation Instrument for the Interim Evaluation and submits the completed FY13 Evaluation Instrument to each Board member. See Paragraph 5c and Exhibit A of the Superintendent's Employment Contract. 3. Board members complete the FY13 Evaluation Instrument for the Interim Evaluation. See Paragraph 5c and Exhibit A of the Superintendent Employment Contract.
April/May, 2013	<ol style="list-style-type: none"> 1. Each Board member meets with Superintendent to review and discuss their completed Interim FY13 Evaluation Instrument. See Paragraphs 5c & d of the Superintendent's Employment Contract. 2. At the above meeting, each Board member finalizes (if necessary) his/her Interim FY13 Evaluation Instrument and provides a signed copy for the Superintendent. 3. Each Board member submits his/her completed, Interim FY13 Evaluation Instrument to the Board Chair. 4. The Board Chair compiles the results to determine the Interim FY13 Overall Rating and summarizes the comments for each goal.
May, 2013	Board meets to review and discuss the Board Chair's summary of the Interim Overall Rating and comments for each goal for FY13 School Year. See Paragraphs 5d of the Superintendent's Employment Contract.
January, 2014	FY13 Superintendent's Evaluation Instrument and Superintendent's Self-Appraisal submitted to Board members for annual evaluation. See Paragraph 5b and Exhibit A of the Superintendent's Employment Contract.
January/February, 2014	<ol style="list-style-type: none"> 1. Board members complete the FY13 Superintendent's Evaluation Instrument for the annual evaluation. See Paragraphs 5b&d and Exhibit A of the Superintendent's Employment Contract. 2. Each Board member meets with Superintendent to review and discuss their completed annual evaluation. See Paragraphs 5 b & d of the Superintendent's Employment Contract. 3. Each Board member submits his/her completed, FY13 Annual Superintendent's Evaluation Instrument to the Board Chair. 4. The Board Chair compiles all results of the annual evaluation into a single, written document to determine the FY13 Annual Rating and summarizes the comments for each goal.
February, 2014	Board meets to review and discuss the Board Chair's summary of the overall annual rating and comments for each goal for FY13 School Year. See Paragraphs 5d of the Superintendent's Employment Contract.
March 1, 2014	Superintendent submits Proposed Superintendent's Evaluation Instrument and FY14 Goals/Performance Objectives to Board. See Paragraphs 3a, 3b and 5a and Exhibit A of Superintendent's Employment Contract.