

2400 EVALUATION PROCESS AND TIMELINE FLOWCHART - APPENDIX A

Recommended Evaluation Process and Timeline Flowchart

Beginning of New Evaluation Year Meeting

July / September

(Meeting to be conducted in executive session)

Step 1: Board Self-Evaluation and Goal Setting

Step 2: Leadership Team Goal / Priority Setting.

Step 3: Superintendent's Professional Goals and Objectives.

Mid-Year Evaluation Meeting

December / January

(Conducted in executive session)

Step 1: Board Reviews Its Performance

Step 2: Informal Leadership Team discussion regarding progress on goals and objectives.

Step 3: Targeted informal feedback provided to Superintendent regarding his/her performance.

End of Year Evaluation of the Superintendent

May / June

Step 1: Superintendent presents "year in review" self-assessment to Board of Education regarding his/her performance.

Step 2: Board of Education evaluates the Superintendent's job performance. A draft evaluation is developed during this meeting in districts where a written evaluation of the Superintendent is provided.

Step 3: Meeting (in executive session) between Board of Education, as per Board of Education policy and the Superintendent, to share and discuss draft evaluation.

Step 4: Formal evaluation is completed and presented to the Superintendent of School by a representative(s) of the Board of Education as per policy.

Note: Superintendent's Evaluation is a public document subject to FOIA.

Approved by the Salisbury Board of Education: June 24, 2019