

Sample Superintendent Evaluation Planning Calendar

2007	
February	Board workshop to develop superintendent performance goals using district goals, data from AEIS report, and results of most recent summative evaluation; determine progress reports needed and dates to present to board
March	Board workshop to review instrument and process; revise if needed and adopt instrument for the coming year
April	Superintendent incorporates priorities from district goals and superintendent performance goals into district improvement plans and budget being drafted for next year
May	Board elections
June	Review evaluation process with new board members
July	Formative evaluation; superintendent gives progress report on this year's performance goals
October	Board reviews superintendent evaluation policy and confirms dates and process for January summative evaluation
November	Board workshop to review and update district goals using data from most recent AEIS report
Early December	Superintendent's "state of the district" report to the board; blank evaluation forms, copy of superintendent contract, and comparison information regarding superintendents' salaries and benefits distributed to board members.
2008	
January	Summative evaluation meeting (Board reviews individual evaluations, compiles a composite evaluation reflecting board consensus on ratings, and meets with the superintendent to discuss the evaluation.)