

Evaluation of the Superintendent Timeline

Timeline	Action
January	1. Prior to the January board meeting the superintendent completes and emails a self-evaluation using the evaluation document as the basis of the report.
February	2. Prior to Feb board meeting Board members will complete the evaluation tool individually and send their completed document to Baker School District 5J confidential board secretary to compile. 3. The Board and superintendent meet in executive session to discuss the evaluation of the superintendent. Then the Board will come to a consensus on its “one-voiced” message regarding the superintendent’s performance.
Prior to March 15	4. The Board votes to adopt the evaluation in public session. The evaluation document is placed in the superintendent’s personnel file. The evaluation report or a summary of it may be made public as a method of communicating district progress.
March	5. Following the March board meeting the Board and superintendent will meet to discuss the upcoming school year goals prior to the development of the school budget.
April	6. The Board and superintendent discuss changes necessary to the evaluation document and then vote to adopt any changes to the evaluation timeline, process and form.
September/October	7. The Board and superintendent will meet to discuss progress towards goals and how the Board might support the superintendent to accomplish the goals.
September/September	8. The leadership team will reflect progress towards district goals within their monthly board reports.