

TIMELINE FOR SUPERINTENDENT EVALUATION

TIMELINE	ACTION
Late Spring	<ol style="list-style-type: none">1. Superintendent and Board clarify vision, mission and long-range plans for district.2. Board and superintendent review superintendent job description and evaluation process, forms, indicators, timelines and possible supporting document/information/data to be used to measure performance.
Early Spring	<ol style="list-style-type: none">3. Superintendent creates Individual Professional Development goals based on district goals, which are measurable and doable in 12-month. The Goals are mutually agreed to by the Board/superintendent and shared with staff.4. An Individual Professional Development Plan is developed by the superintendent in cooperation with the Board to support his/her goals.
Fall	<ol style="list-style-type: none">5. Board President and superintendent review evaluation process and forms with new Board members following the election.
Quarterly or Early Winter	<ol style="list-style-type: none">6. Superintendent makes interim progress reports to the Board on district goals and Individual Professional Development Plan goals.
Spring	<ol style="list-style-type: none">7. Superintendent completes a self-assessment including reflections and supporting artifacts and provides it to the Board.8. Individual Board members complete evaluation forms and bring the forms to the Board's evaluation session or sends copies to the Board President or Board Secretary to be compiled, according to district's procedures.9. Board members meet to discuss their evaluations and develop the Board's official written document(s) that will be shared with the superintendent following the meeting. The meeting must follow the provisions of Iowa's open meetings law Ch. 21.5(a) or 21.5(i) and the advice of district's legal council.10. The Board's official evaluation document(s) is shared, clarified and discussed with the superintendent, following the open meetings/open records laws.

Changes to the evaluation may be made as a result of the discussions. Remediation Targets (if any) will be included as a part of the final evaluation document(s) as a confidential personnel record.

11. A copy of the final written evaluation form is placed in the superintendent's personnel folder.
12. Iowa law requires that notification of a Board's intent to terminate the contract of a superintendent occur by May 15.
13. Return to the beginning of the cycle

Late Spring

Adopted: 05/09/2005

Reviewed: 04/11/2005; 02/11/2008; 03/12/2012

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