

Superintendent Evaluation

Purpose:

The evaluation system is a formative and summative process. The formative process serves to align the Superintendent's goals with the Board goals, District goals, mission of the District, and the Iowa Standards for School Administrators. The summative process serves to quantitatively measure the Superintendent's performance in the established goal area as well as overall school leadership.

Formative Process:

The formative process involves the following three stages:

1) Collaborative Goal Development

Through collaborative goal development, the Superintendent and Board work together to identify goals for the Superintendent that address the needs of the District while meeting the Iowa Standards for School Administrators. The development of these goals will begin in June with the formal adoption of the Superintendent's goals occurring at the August Board meeting.

2) Professional Growth Plan

For each goal developed, the Superintendent will develop an action plan to be presented to the Board at the September Board meeting. Each action plan will identify the following:

- Goal Statement
- Action Steps
- Resources Needed
- People Involved
- Timeline
- Evidence of Progress Towards Success

It is the responsibility of the Board to provide the support and resources necessary for the accomplishment of each goal.

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3) Reporting

An important part of the formative process involves an accountability system. In being accountable to the Board for the fulfillment of the established goals, the Superintendent will provide the following reports:

- Financial Report – The financial report is completed by the Superintendent and business manager. This report is provided to the Board in February or March, depending on the availability of the information necessary for this report.
- State of the District Report – The State of the District Report is a comprehensive report regarding the state of the District. The Superintendent presents this report to the Board in March or April, depending on the availability of the information necessary for this report. This report will include the following:
 - 1) Instruction
 - 2) School Programs
 - 3) Student Achievement
 - 4) Transportation
 - 5) Building and Grounds
 - 6) Budget for the Next Fiscal Year
- Self-Assessment – In May or June, the Superintendent will provide a self-assessment regarding progress towards the attainment of the established goals. The Superintendent's self-assessment will set the stage for the development of new goals for the upcoming school year.

Summative Process:

The summative process should be completed by the Board in accordance with Board policy. This process may use 360 degree feedback as determined and coordinated by the Board. When using 360 degree feedback, the sources of feedback must possess firsthand knowledge regarding the Superintendent's performance in the goal area being assessed. The intent of the summative process is to determine the level of the Superintendent's performance in each goal area, and to serve as a basis for contractual decisions and remediation efforts.

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The summative process needs to occur beginning in January with the formal evaluation and contract determination to occur in February of each year. This timeline is necessitated by the employment cycle for superintendents. If it is determined by the Superintendent or District through evaluation that the employment relationship is not working, both the Superintendent and District need to have ample time to remedy this situation.

If the summative evaluation determines that a goal area is unsatisfactory, a remediation plan is established based on the Interstate 35 Superintendent Remediation Target Form. Once a Remediation Target has been established, the Superintendent has until the next goal setting cycle to remedy this concern. If the concern remains when the next goals are developed, this area of remediation shall continue in the form of a goal.

Accountability:

Through the formative and summative process, the Superintendent is held to high levels of accountability. The formative process is a public accountability through the Financial Report, State of the District Report, and self-assessment report to the Board. These three areas of accountability are inclusive of but not limited to the Iowa Standards for School Administrators, District Long Term Goals, Iowa Teaching Standards, High School Reform, Early Childhood Development, Student Achievement, and School Finance.

The summative process is the culminating accountability system. This process makes quantitative and qualitative judgment on the performance of the Superintendent.

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Timelines for Superintendent Evaluation

TIMELINE	ACTION
June-August	Board and Superintendent work together to develop the Superintendent's Goals for the school year.
August Board Meeting	Board Adopts the Superintendent's Goals
September Board Meeting	Superintendent Presents Professional Growth Plan aligned with Board Approved Goals for Approval
November Board Meeting	Quarterly update by Superintendent on goal progress
January	Board Initiates Superintendent Summative Evaluation Process
February Board Meeting	Superintendent's Formal Evaluation, Remediation Plan if Necessary, and Contract Determination
February or March (Board Meeting)	Financial Report to the Board
March Board Meeting	Quarterly Update by Superintendent on goal progress
March or April (Board Meeting)	State of the District Report to the Board
April or May (Board Meeting)	Superintendent's Self-Assessment Report to the Board
June Board Meeting	Quarterly update by Superintendent on goal progress
June	Return to the beginning of the cycle

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