

## HLWW Superintendent Evaluation Process

School Year:

Date	Task	Who
<b>August</b>	Development and sharing of goals and action steps aligned to the HLWW Strategic Plan. The School Board provides feedback as appropriate.  <a href="#">Superintendent Goals &amp; Action Steps</a>	Superintendent and School Board
<b>January</b>	Superintendent provides a mid-year check in on established goals. Changes may be made	Superintendent and School Board
<b>May</b>	Superintendent provides a detailed report to the School Board on the final progress of goals/action steps.  <a href="#">Superintendent Goals &amp; Reflection</a>	Superintendent
<b>Beginning of June</b>	The Board Chair will send evaluation surveys to school board members and direct reports.  At the discretion of the Board Chair, additional surveys may be sent to other stakeholder groups. Respondents will have 2 weeks to respond  Surveys:  <a href="#">Superintendent Feedback</a>	Board Chair & HR
<b>June</b>	Evaluation forms responses collected and compiled by HR & Board Chair who creates a summary of the responses  Response and summaries are shared with the Superintendent and the School Board	Board Chair & HR
<b>June Work session</b>	The School Board holds a closed session to discuss the performance of the Superintendent.  After the closed session, the Board shares general themes for the record in open session.	Board Chair and Board members