


Let me introduce you to the New OSSBA Board of Education Evaluation tool. [supteval.ossba.org](http://supteval.ossba.org)





## BOE Evaluation

EmailPassword

Each district will have a unique account, setup by OSSBA, similar to the one above.

As the Superintendent you will be the administrator for the account. However, OSSBA will handle site creation and user set up.

Once you login to the tool the superintendent will see all the forms that have been created and turned on.

**MOORE** PUBLIC SCHOOLS **BOE Evaluation**Moore SuperIntendent  

boe **Personal Qualities**

September Board Meeting

boe **Student Focus**

"Month" of Meeting

boe **District Goals**

"Month" of Meeting









boe **Process Improvement**

"Month" of Meeting

This page will also have the tools to change the “Site Settings” that includes Page and Header Background and Text colors as well as your school district Logo. (All of this will be set up by OSSBA)

You will also be able to add your Mission and Core Values statements.









## Site Settings

Page Background Color	<input type="color" value="#003366"/>
Page Text Color	<input type="color" value="#000000"/>
Header Background Color	<input type="color" value="#003366"/>
Header Text Color	<input type="color" value="#90EE90"/>
Logo	<input type="button" value="Choose File"/> No file chosen
	
Mission & Core Values	<div><p>Heading 3 ▾ <b>B</b> <i>I</i>       </p><p><b>Our Mission</b></p><p>To prepare and inspire all students to achieve their full potential.</p><p><b>Our Core Values</b></p><ul style="list-style-type: none"><li>• Integrity - Integrity is the cornerstone of everything we do.</li><li>• Inclusiveness - We positively affirm the unique identity of every individual.</li><li>• Collaboration - We collaborate with internal and external stakeholders to maximize our shared knowledge and resources to bring greater value to our students, staff and stakeholders.</li><li>• Optimism - We aspire to maintain a positive attitude and expect the best possible outcome in every situation.</li></ul></div>

If you make changes to this page, make sure you click “update” before leaving the page.

Here you can see three other tabs you, as superintendent, will also have access to. The following discusses them in the order in which you need to proceed when you are making changes and not in the order of the tabs.

Manage Users – Here you will maintain the names of board members. We labeled them by seat number, but you will enter the board members' names.

Users Management  		
Full Name	User Type	Action
Seat 1	BOE	 
Seat 2	BOE	 
Moore SuperIntendent	SUP <span>Admin</span>	 

The information for the users should be self-explanatory:




Name

Email Address

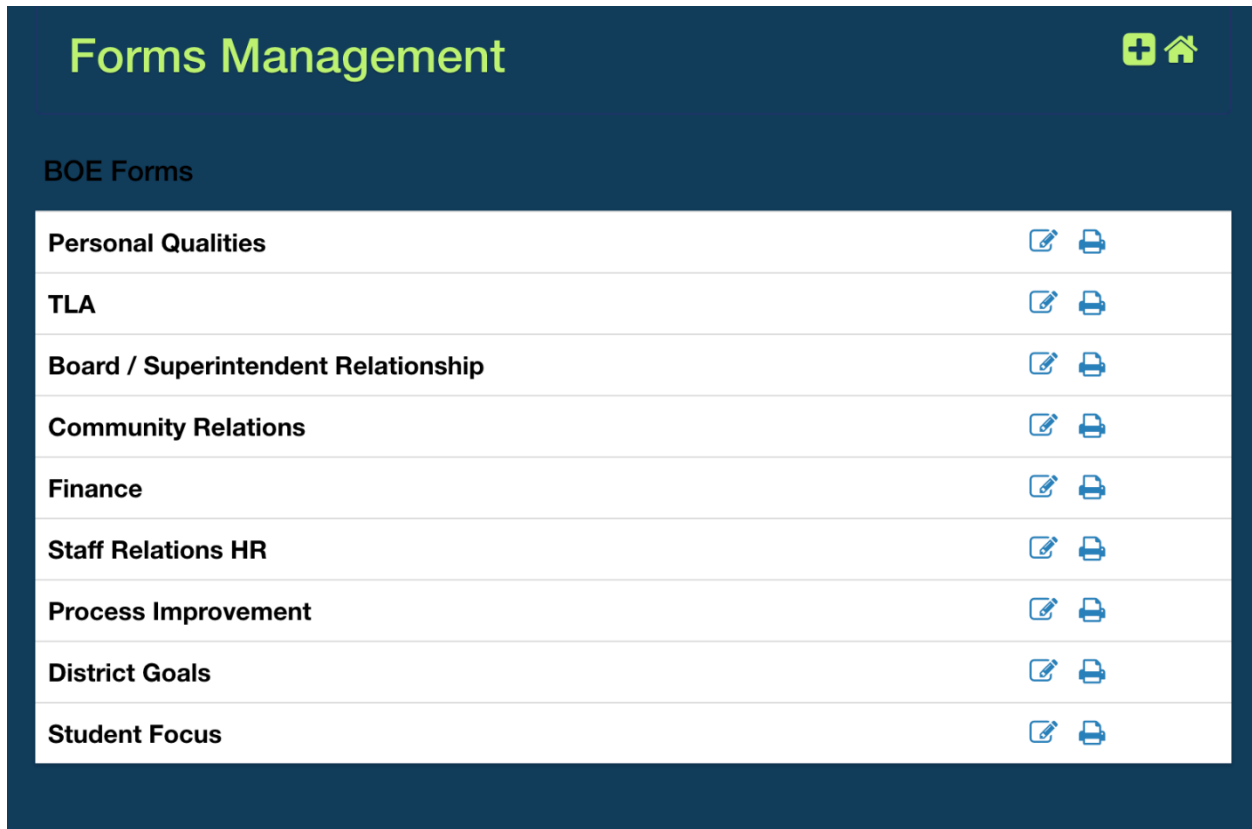
Password (I will show later how to change)

User Type (Board Member or Superintendent)

User Access (Superintendent is the only one with Admin)

User Addition  	
Name	<input type="text"/>
Email	<input type="text" value="adamr@ossba.org"/>
Password	<input type="password" value="....."/>
User Type	<input type="text" value="none"/> 
User Access	<input type="checkbox"/> Admin

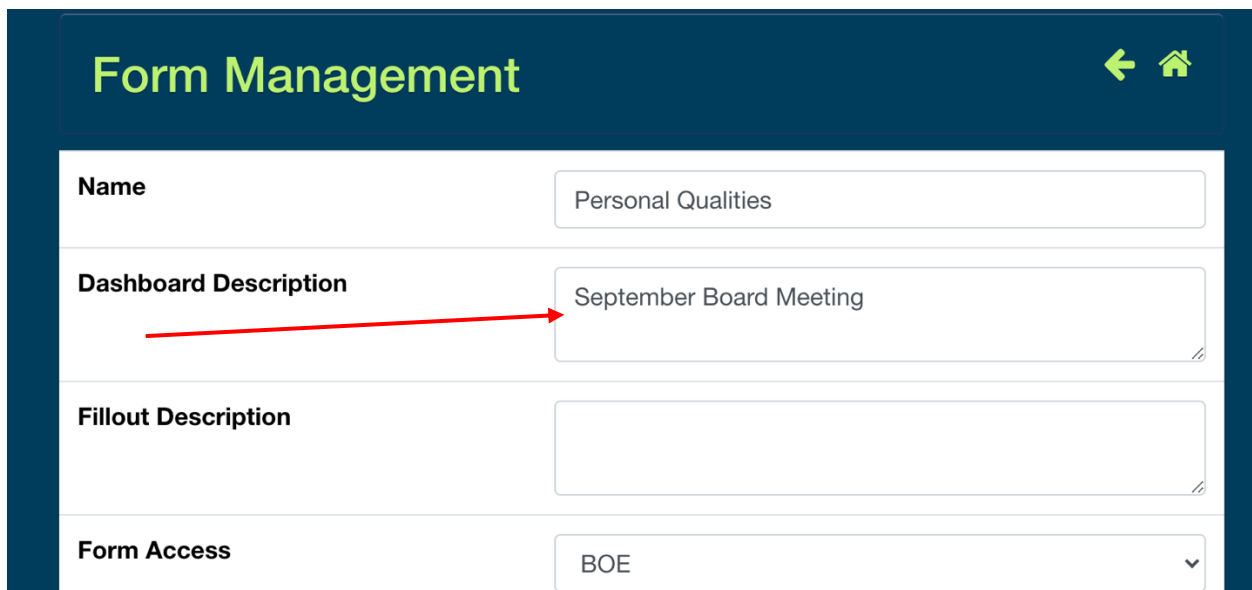
# 1. Manage Forms or Forms Management



BOE Forms	
Personal Qualities	
TLA	
Board / Superintendent Relationship	
Community Relations	
Finance	
Staff Relations HR	
Process Improvement	
District Goals	
Student Focus	



OSSBA will coordinate with the Superintendent and staff to create the individual forms (formerly known as “tabs”) and will then insert them and make them available within the application.

The Superintendent will need to revise “Dashboard Description” to state when the Board will perform the evaluation and any other pertinent information needed for the evaluation.



Form Management	
Name	Personal Qualities
Dashboard Description	September Board Meeting
Fillout Description	
Form Access	BOE

The superintendent or a member of the board will open the forms and complete the evaluation. This is done by clicking on the “Start” button for each form. Once an individual form is completed a green check mark will appear to the right of the given form name (see page 7).

**MOORE PUBLIC SCHOOLS BOE Evaluation** Moore SuperIntendent  

**boe Personal Qualities**  
September Board Meeting  
[Start](#)

**boe Student Focus**  
"Month" of Meeting  
[Start](#)

For example, clicking the “Start” button for the Personal Qualities form you will see the following instruction, sliding scale for each “Personal Quality”, and two sliders – one for the Superintendent and the other for the BOE.

## Personal Qualities

### Our Mission


To prepare and inspire all students to achieve their full potential.


### Our Core Values

- Integrity - Integrity is the cornerstone of everything we do.
- Inclusiveness - We positively affirm the unique identity of every individual.
- Collaboration - We collaborate with internal and external stakeholders to maximize our shared knowledge and resources to bring greater value to our students, staff and stakeholders.
- Optimism - We aspire to maintain a positive attitude and expect the best possible outcome in every situation.

### Ethics and Integrity


- **4 Points:** Exemplifies a leader who leads with integrity, honesty and ethics at all times.
- **3 Points:** Demonstrates high standards of performance and ethics in all professional and personal matters.
- **2 Points:** Occasionally demonstrates willingness to compromise standards for personal or professional gains.
- **1 Point:** Behaves in an unethical manner.


**Superintendent Rating**  1.00

**BOE Rating (How you support the superintendent)**  1.00

### Public Speaking

- **4 Points:** Is an effective and engaging public speaker, both with planned speeches and impromptu; effectively communicates in written form.
- **3 Points:** Communicates effectively through verbal and written means most of the time.
- **2 Points:** Limited success communicating through verbal and written means.
- **1 Point:** Unable to communicate through verbal and written means; difficulty being understood.

**Superintendent Rating**  1.00

**BOE Rating (How you support the superintendent)**  1.00

Enter additional comments

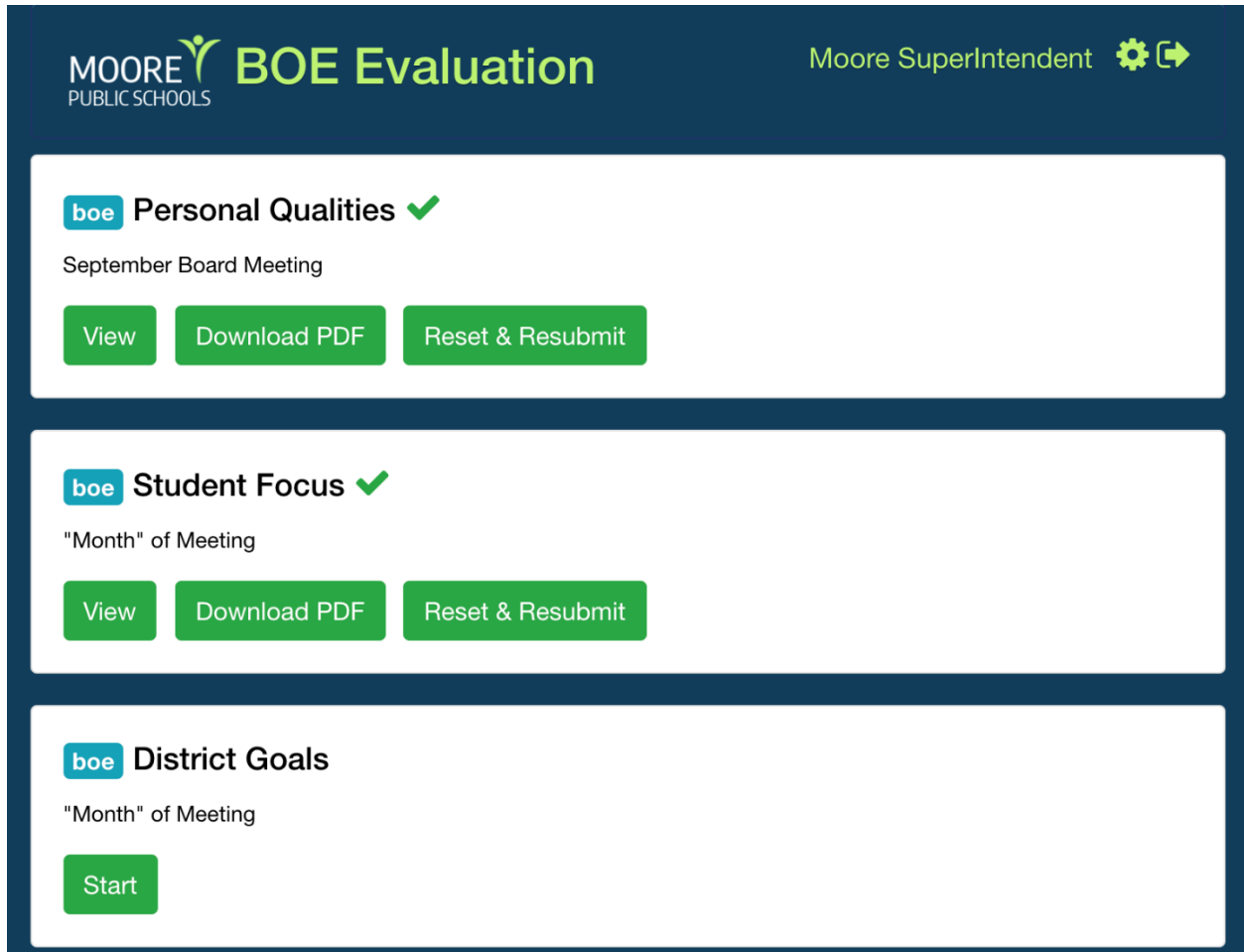
Optional Attachment  No file chosen

Each subsequent form will follow this pattern and each form is required to complete the evaluation.

**NOTE: MAKE SURE THAT YOU ONLY USE THE SLIDER FOR WHICHEVER PERSON YOU ARE. BOARD MEMBER OR SUPERINTENDENT.**

Be sure to click "Submit" at the end of each section.

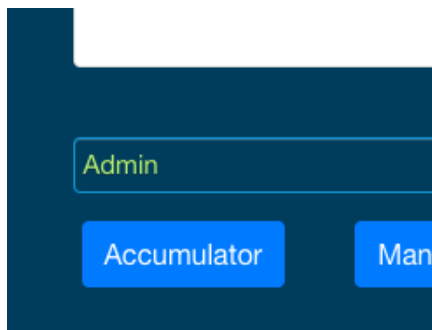
Once you have completed a "Form" this is what it will look like.



The screenshot shows the MOORE PUBLIC SCHOOLS BOE Evaluation interface for the Moore Superintendent. The header includes the MOORE PUBLIC SCHOOLS logo, the text "BOE Evaluation", and the user name "Moore SuperIntendent" with a gear icon and a right-pointing arrow. The interface is divided into three sections:

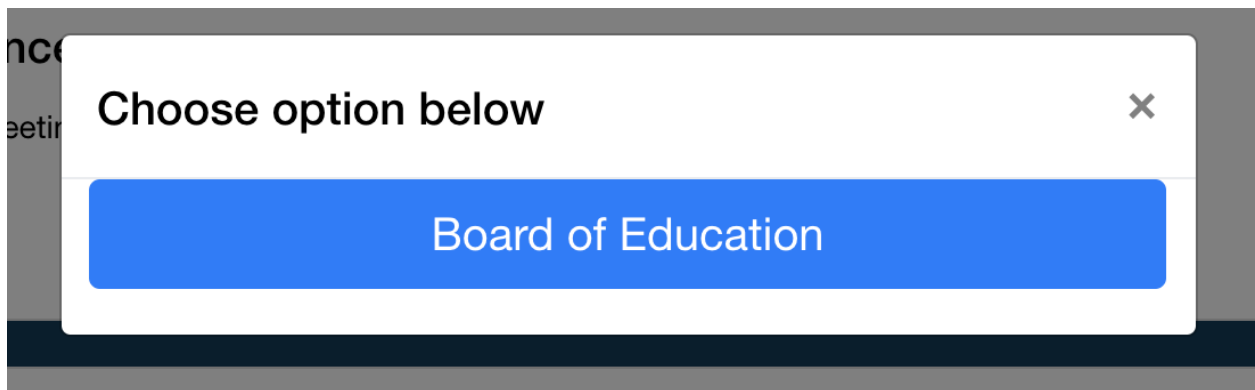
- Personal Qualities** (checked): September Board Meeting. Buttons: View, Download PDF, Reset & Resubmit.
- Student Focus** (checked): "Month" of Meeting. Buttons: View, Download PDF, Reset & Resubmit.
- District Goals**: "Month" of Meeting. Button: Start.

You can then print a copy (PDF) and if you made changes during executive session you can click "Reset & Resubmit".



The last button is labeled “Accumulator”. Clicking this button accumulates the data to the BOE Evaluation Accumulated Data display.

As of right now the only option you will have is to click the “Board of Education” accumulator. It shows up after you click on the “Accumulator” button on the main page.



The BOE Evaluation Accumulated Data shows both how the Superintendent rated himself/herself and how the Board rated the Superintendent.

# BOE Evaluation Accumulated Data



## Personal Qualities

(Seat 1, Moore SuperIntendent, Seat 2)

Ethics and Integrity	Superintendent Rating 1.83	BOE Rating 2.90
Public Speaking	Superintendent Rating 1.70	BOE Rating 2.57
Self Improvement	Superintendent Rating 1.00	BOE Rating 2.90
Delegation of Duties	Superintendent Rating 1.93	BOE Rating 2.25
Professionalism	Superintendent Rating 1.73	BOE Rating 2.92

1.64

2.71

**Seat 1:** takes on too much.

**Moore SuperIntendent:** THIS IS A TEST TO SHOW COMMENTS.

**Seat 2:** Great personality!

## Student Focus

(Moore SuperIntendent, Seat 2, Seat 1)

School environment	Superintendent Rating 1.88	BOE Rating 2.72
Systems of support	Superintendent Rating 1.98	BOE Rating 2.62
Student engagement	Superintendent Rating 1.63	BOE Rating 1.53
Relationships	Superintendent Rating 2.00	BOE Rating 2.27

1.87

2.29

**Seat 2:** Needs to work on meeting the student's needs.

**Seat 1:** Does a great job with the students.

Overall Average Rating

1.74

2.52

This page shows you who has completed the evaluation, notes and a sliding scale rating system. After each board member has completed the evaluation, it can be downloaded in PDF format, printed, and signed for the official record at the end of the year.

## (Your School)

### Superintendent End-of-Year Rating

Superintendent: Moore SuperIntendent

Date: 2021-2022 School Year

Personal Qualities		
Ethics and Integrity	Superintendent Rating: 1.83	BOE Rating: 2.90
Public Speaking	Superintendent Rating: 1.70	BOE Rating: 2.57
Self Improvement	Superintendent Rating: 1.00	BOE Rating: 2.90
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	1.64	2.71

Seat 1: takes on too much.

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Seat 2: Great personality!

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Relationships	Superintendent Rating: 2.00	BOE Rating: 2.27
	1.87	2.29

Overall Average

1.74

2.52

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board President Signature: \_\_\_\_\_ Date: \_\_\_\_\_