

Prior Lake-Savage Area Schools
Superintendent Evaluation Timeline

The school board shall evaluate and assess, in writing, the performance of the superintendent at least once a year.

Action	
July August	1. The school board and the superintendent review the superintendent's job description, the evaluation process, form(s), indicators, and timelines, and identify acceptable supporting documents, information, and data to be used to measure performance.
	2. The superintendent and school board create goals which are based on the school district's goals and which are measurable and can be accomplished in twelve months. In the unlikely event that the school board and the superintendent are unable to come to mutual agreement, however, as the legal employer, the school board's determination prevails.
January February	3. During a school board meeting, the school board chair and the superintendent review the evaluation process and form(s) with new school board members following their election and officially taking their seats on the school board.
	4. The superintendent makes mid-year progress reports to the school board on school district goals and professional development goals (if determined).
April May June	5. The superintendent provides supporting documents on school district goals to all school board members.
	6. Each school board member reviews superintendent materials and completes the summative evaluation form and submits it.
	7. The school board chair and vice-chair create a summative evaluation summary document containing school board member's aggregate scores and comments.
	8. The school board chair and vice-chair provide the superintendent with the summative evaluation summary document for review.
	9. The school board will hold a closed session for superintendent evaluation meeting. If the superintendent wants the evaluation to occur in an open meeting, the school board chair shall get the request in writing.
	10. The school board shares and discusses with the superintendent its evaluation of his/her performance during closed session.
	11. The school board, at its next open meeting, shall summarize its conclusions regarding the summative evaluation in a public statement.
	12. A copy of the final written summative evaluation is placed in the superintendent's personnel folder.