

TO: Urbana Board of Education  
FROM: Peggy Patten & Anne Hall  
RE: Proposed Superintendent Evaluation Process, Instruments, & Timeline  
Date: September 4, 2018

At our June 15 special meeting, Anne Hall & Peggy Patten offered to work on a revision of our Superintendent evaluation instrument & process. Peggy & Anne consulted with Patrick Rice, our Illinois Association of School Boards representative, who sent us several examples of evaluation tools. In late July, Anne & Peggy proposed two new evaluation tools for BOE consideration: a written instrument to be completed by the BOE & the Superintendent, & a survey of Superintendent Direct Reports. The proposed evaluation & survey questions were reviewed by Dennis Weedman, legal counsel for the District.

Peggy & Anne sent the proposed instruments to members of the BOE in late July for their input. Comments were received from all members of the BOE by August 8.

Attached are the proposed evaluation form & survey incorporating input received. **We ask the BOE to approve the new Superintendent evaluation instruments & process to be used in the upcoming Superintendent Performance Evaluation.**

A proposed timeline of the evaluation process appears below.

### **Proposed Timeline for Superintendent Performance Evaluation: Fall 2018**

*Dates below may shift slightly based on schedules & response completion rates.*

#### **September 4, 2018**

Peggy & Anne request BOE approval of proposed written evaluation & survey.

#### **September 5**

Superintendent receives a copy of written evaluation form to provide his evidence about the 10 Standards included in the evaluation instrument. Response is requested to the full BOE by Sept. 21.

#### **September 5**

Superintendent Direct Reports are sent a survey in District mail.

Response is requested to Peggy by September 21. Peggy will share responses with Anne.

#### **September 28**

Peggy & Anne share a summary of Superintendent Direct Reports survey results (without names) with the BOE.

#### **October 1**

Members of the BOE receive the written evaluation form & are asked to complete the form incorporating input from the Superintendent about evidence in meeting the 10 Standards as well as feedback from the Superintendent Direct Report surveys. Response is requested to Peggy by October 10.

#### **October 17-23**

Peggy & Anne share a summary of BOE's written evaluation responses with the BOE.

#### **October 23-31**

BOE holds a Performance Evaluation with Superintendent. The Superintendent will share his Goal & Focus Areas for 2018-19 with the BOE at that time.