**Sample Superintendent Annual Evaluation Timeline**

**August…**Board and superintendent set goals for new school year.

**September**…Discussion at board meeting about process and key measures to be used for superintendent’s evaluation.

**January**…Executive session discussion is held with superintendent regarding his/her and district’s general performance for first six months of school year.

**April**…Superintendent gives board data he/she wants considered for the evaluation document.

Chair informs board of written information each member is required to contribute to evaluation effort.

**May**…Each board member submits written information to chair. Chair, vice chair and board secretary compile document.

A draft of evaluation is reviewed with superintendent in executive session of a regular board meeting.

**June**…Board and superintendent discuss final draft of evaluation in executive session of regular board meeting.

Superintendent’s evaluation is an action item at that same meeting.