

Superintendent Evaluation Process

Discussion for September 2025

1. Shared Goals

- a. Strategic Plan serves as the foundation to guide the creation of the shared goals (consider at least 1-shared goal per pillar)
- b. Use categories, objectives, and metrics from the Strategic Plan
- c. Include a collaborative process with Staff, Superintendent, and the Board
- d. Create yearly shared goals

2. Shared Goal Development Process

April - June: Superintendent works with staff to determine next school year's shared goals (strategic plan, operational, mission-driven). Aim for at least 1-shared goal per pillar from the strategic plan. Add shared staff goals to Weekly Wrap in its own box/category as discussions are taking place.

ADD May Study Session: Special Board Meeting - Discuss yearly goals for upcoming school year so that the Board is clarifying and making adjustments as needed. Include the related metrics and outcomes for what is feasible in a one-year period. Must occur before the May Board Meeting. Consider a Superintendent Shared Goals Subcommittee only if needed.

May Regular Board Meeting: Superintendent presents to the Board the drafted shared goals from the Board study session and staff input as they've been included in Weekly Wrap and in 1:1 discussions. If there are any confidential or personnel related goals, those would be discussed in closed session.

June: Conversations with staff continue to take place to operationalize and more deeply understand the yearly goals, metrics and outcomes. Any final adjustments are communicated between the Superintendent and the Board. School site leaders begin to discuss and align site goals with district goals.

August: Announce RUSD's Yearly Shared Goals with the public in open session and with the staff at the annual Kick-Off. Include a variety of communication formats (e.g., Superintendent Chat, Headline News, first meetings with PTA, Foundation, Principal Meetings, First Day with Staff, etc.) Schools also announce site goals in alignment with district goals with site adjustments/additions.

(Kim introduced the metrics and goals document to the Leadership team at the August Leadership meeting with the expectation that sites will then create their own aligned documents for next school year - 2026-27)

3. Superintendent Evaluation Process & Timeline

December Closed Session of the Regular Board Meeting: The Superintendent sends a mid-year Self Evaluation to the Board prior to the closed session. The mid-year self-evaluation will include progress toward district goals and steps the Superintendent is taking to address the feedback from the previous year's final evaluation from the Board. The Board discussion will take place during closed session under Superintendent Evaluation.

The Board will provide verbal feedback to the Superintendent at the conclusion of the Superintendent's Self Evaluation. Collaboratively, the Superintendent and the Board will summarize the feedback and the Board will provide clear and concise direction to the Superintendent.

January: The Superintendent makes any adjustments to the shared goals based on the mid-year report feedback and discusses Board direction with staff.

January Regular Board Meeting: Staff members will make a presentation of the Strategic Plan progress to date.

May Closed Session of the Regular Board Meeting: The Superintendent delivers the electronic copy of his/her self-assessment to the Board about a week prior to the meeting.

During the closed session, the Superintendent would verbally highlight key aspects of the self-evaluation. At this time, the Superintendent may verbally explain if there are any key contract or salary adjustments that he/she would request during the June meeting. The Superintendent would also discuss any confidential or personnel related goals. This meeting signals to the Board that their written evaluation process will begin.

Following the May Regular Board meeting, each Board member will individually evaluate the Superintendent's performance. Based on the Board's year-long experiences, the Board open session presentations throughout the year, the Superintendent's self evaluation, and the report on the progress on the shared goals, the Board completes the Superintendent Evaluation form in writing. Each member will send the completed form to the Board president to compile into one document that represents the consensus of the Board.

First June Closed Session of the Regular Board Meeting: The Board president will share the final evaluation document with the Superintendent. During the closed session, the Superintendent will have the opportunity to ask questions, respond verbally, and present additional information regarding his/her performance in writing as needed.

The Board President will report out in Open Session as directed by the district attorney.

Second June Closed Session of the Regular Board Meeting: If more time is needed, the Board can continue with the Superintendent Evaluation process and contract discussion in closed session.

At the conclusion of the evaluation process, the Board president and the Superintendent shall sign the evaluation and it shall be placed in the Superintendent's personnel file.

4. Superintendent Self Assessment

Here is [a link](#) to the Superintendent's Self Assessment. This includes Strategic Plan pillars and goals within Standard 7: Progress Toward District Goals.

5. Superintendent Evaluation Form

Here is [a link](#) to the Superintendent Evaluation Form. Include shared goals and metrics within Standard 7. Start with the full process in December 2025 .

6. Superintendent Contract Alignment

Discussions concerning the Superintendent's contract take place during the Closed Session of the June Board meeting as needed.

7. Superintendent Board Policies:

- BP 2121 [Superintendent's Contract](#)
- BP 2140 [Evaluation of the Superintendent](#)