



**Timeline/Protocol for 2018-19 (v1)**  
**ROA Director Evaluation**

September 2018	<p>ROA Board Retreat is scheduled: September 15, 2018</p> <ul style="list-style-type: none"> <li>* Review of updated Director evaluation procedure and updated Timeline for 2018-19 school year. Board considers recommendation(s) as an Action Item.</li> <li>*Director provides <u>update</u> on progress of goals for 2017-18 included in the ROA Strategic Plan.</li> <li>*Director presents 2018-19 overarching goals for her evaluation including success indicators/evidence as included in the 2018-19 ROA Strategic Plan.</li> <li>*Board considers Director's evaluation goals for approval as an Action Item. <b>Open Session</b></li> </ul>
January 2019 (Dashboard is not available until December 2018)	<p>Based on the Programmatic Report to the County Office of Education and the availability of the California School Dashboard, the Director will present the Board with an update on the 17/18 CAASPP results using the Dashboard State Indicators. These results will be a part of the metric for the review process pertaining to the SMART Goal #1: Continue to work on increasing Student Achievement in Mathematics and Student Achievement in ELA.</p> <p>Director reports to and has a discussion with the Board on progress towards all goals. <b>Closed Session.</b></p>
March 2019	<p>Director and Board Chair review the evaluation procedure, timeline and evaluation format with the Board. Evaluation forms are distributed to Board. <b>Closed Session.</b></p>
April 2019	<p>Director conducts a self-evaluation regarding progress toward evaluation goals, reports to the Board and submits copies to all Board members. <b>Closed Session</b></p> <p>Board members individually evaluate the Director's performance using the new evaluation forms approved by the Board. Completed forms are submitted to Board Chair. Board Chair (and a second Board member if desired) compiles individual Board evaluations, and creates a summary evaluation document.</p>
May 2019	<p>Board Chair presents summary evaluation document for Board review and approval (summary evaluation sent out to board members ahead of Board meeting for confidential review). Board and Director discuss evaluation at Board meeting during Closed Session. Director has opportunity to respond to Board's evaluation. <b>Closed Session</b></p>
June 2019	<p>Final evaluation document is signed by Board Chair (or entire Board) and Director. A copy of the document is placed in Director's personnel file.</p>
Board Retreat 2019	<p>Evaluation goals are set for the upcoming year. Board and Director review process, format and timeline to be implemented.</p>