



Timeline/Protocol for 2018-19 (v2)
ROA Director Evaluation

September 2018	<p>ROA Board Retreat is scheduled: September 15, 2018</p> <ul style="list-style-type: none"> * Review of updated Director evaluation procedure and updated Timeline for 2018-19 school year. Board considers recommendation(s) as an Action Item. *Director provides <u>update</u> on progress of goals for 2017-18 included in the ROA Strategic Plan. *Director presents 2018-19 overarching goals for her evaluation including success indicators/evidence as included in the 2018-19 ROA Strategic Plan. *Board considers Director's evaluation goals for approval as an Action Item. Open Session
February 2019	<p>Director reports to and has a discussion with the Board on progress towards goals. Closed Session.</p>
April 2019	<p>Director and Board Chair review the evaluation procedure, timeline and evaluation format with the Board. Evaluation forms are distributed to Board. Closed Session.</p>
May 2019	<p>Director conducts a self-evaluation regarding progress towards goals, reports to the Board and submits copies to all Board members. Closed Session</p> <p>Goal #1 final evaluation using Dashboard as metrics--Math results evaluation will be presented when Dashboard is released (Nov/Dec) Open Session</p> <p>Board members then individually evaluate the Director's performance using the new evaluation forms approved by the Board for Goals #2 and #3. Board members will keep the documents until the evaluation for Goal#1 is finalized using the California Dashboard information when it is released.</p>
Board Retreat September 2019	<p>Evaluation goals are set for the upcoming year. Board and Director review process, format and timeline to be implemented.</p>
Dec 2018/Jan 2019	<p>Based on 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.</p> <p>The Dashboard report will be a part of the metrics 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>Board members then individually finalize the evaluation of the Director's performance using the forms previously started for SMART Goals #1, #2 and #3. Completed forms are now submitted to Board Chair. Board Chair (and a second Board member if desired) compiles individual Board evaluations, and creates a summary evaluation document.</p>
January/February 2020	<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).</p> <p>Board and Director discuss evaluation at Board meeting during Closed Session or schedule a separate meeting with Director. Director has opportunity to respond to Board's evaluation. Closed Session</p>
February/March 2020	<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>