SuperEval Board President User Manual

Evaluation of the Superintendent & Board Self Evaluation

Each step of the SuperEval process can be accessed from the *Dashboard.* To open the step you wish to work on, click the title of that step on your Dashboard (see the *Dashboard* section within the *'Getting Started'* manual for further instructions on using this tool.

Step One: Define Annual Goals and Select Competencies

Work with your Superintendent to co-create annual superintendent goals to align with performance goals as well as identify the competencies that you and the board will use to evaluate the Superintendent. The Superintendent will enter these goals and select the competencies within step 1 through his/her account.

Step Two: Superintendent Self-Evaluation

The Superintendent will complete his/her own self-evaluation during this step, using the tool provided in Step Two on his or her dashboard. This will include completing a rubric, as well as adding reflections and comments, and supporting documentation.

The Superintendent may select from two options once they have completed their self-evaluation. Choosing **MID-YEAR REVIEW** will allow the board to examine the self-evaluation but prevent anyone from beginning their own evaluations of the Superintendent. During the **MID-YEAR REVIEW** board members will be able to view the superintendent's evaluation of themselves and will engage in conversation regarding the evaluation up to this point. No comments and evidence will be added by board members at this time.
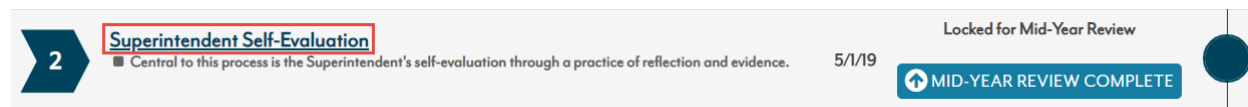
After the Board has the opportunity to review and discuss the self-evaluation, the Board President may mark the review as complete by clicking on the blue **MID-YEAR REVIEW COMPLETE** button to the right of Step 2. Then, once the necessary changes have been made the Superintendent will select **YEAR-END EVALUATION,** which will allow the Board to begin their own evaluations of the Superintendent in Step 3. The mid-year evaluation can be skipped altogether, if desired.

Step Three: Board Review and Evaluation of the Superintendent

Step Three of the Dashboard displays how many Board Members have completed their evaluation, how many are in progress and how many have yet to begin. The number shown in green indicates the number of board members who have completed the evaluation of the Superintendent. The number shown in orange indicates the number of board members who are in progress of their evaluation, and the number in red indicates the number of board members who have not yet started their evaluation.

Clicking into Step Three also allows you to see the progress of each member of the Board on his/her evaluation.

		Person	Title	Last Login	Evaluation	Progress	Completion
☐	✉	Dr. Elizabeth Smith	Superintendent of Schools	10/17/18, 2:57 PM	⇄ 🗑	28	✕ ✔
☐	✉	Mr. Jeremy Johnson	Board President	7/21/17, 12:22 PM	⇄ 🗑	28	✕ ✔
☐	✉	Mr. Mario Davis	Board Member	12/14/16, 12:29 PM	⇄ 🗑	27.5	✕ ✔
☐	✉	Dr. Mariana Garcia	Board Member	12/14/16, 11:43 AM	⇄ 🗑	24 4	✕ ✔
☐	✉	Mr. Derrick Iberra	Board Member	12/14/16, 12:26 PM	⇄ 🗑	24 4	✕ ✔

To begin your own evaluation, click the green icon next to your name in the Evaluation column.

	Person	Title	Last Login	Evaluation	Progress	Completion
☐	✉ Dr. Elizabeth Smith	Superintendent of Schools	10/17/18, 2:57 PM	⇅ 🗑	28	✕ ✔
☐	✉ Mr. Jeremy Johnson	Board President		➕	not started	

A pop-up will appear allowing you to decide whether you would like to start with a blank evaluation or whether you would like to start with the responses the Superintendent provided in his or her evaluation. Choosing to create the evaluation with the Superintendent's answers will provide you with an editable version of the Superintendent's self-evaluation, and you will be able to change the rating of any competency that you do not agree with.

Evaluation Creation

You have not yet started an evaluation. There are two ways to create a new one:

[CREATE AN EVALUATION, PRE-POPULATED WITH SUPERINTENDENT RESPONSES]   [CREATE AN EVALUATION, FROM SCRATCH]   [CANCEL]

Start the evaluation by clicking the slider to change the rating of each category, or simply click the desired square on the rubric to make the change.

A.1 Information   ◑ Effective

Not Selected	Ineffective	Developing	Effective	Highly Effective
No selection has been made on this rubric.	Does not provide the information the board needs to perform its responsibilities.	Keeps only some members informed, making it difficult for the board to perform its responsibilities.	Keeps the board informed with appropriate information as needed so it may perform its responsibilities.	Keeps all board members informed with appropriate, regular communication so it may perform its responsibilities.

To view the comments left by the Superintendent for each category, click **Superintendent Feedback and Comments** below each rubric.

A.1 Information				Effective
Not Selected	Ineffective	Developing	Effective	Highly Effective
No selection has been made on this rubric.	Does not provide the information the board needs to perform its responsibilities.	Keeps only some members informed, making it difficult for the board to perform its responsibilities.	Keeps the board informed with appropriate information as needed so it may perform its responsibilities.	Keeps all board members informed with appropriate, regular communication so it may perform its responsibilities.

My Reflections and Comments (required)

Supporting Evidence

Dr. Elizabeth Smith - Feedback and Comments

Click the **My Reflections and Comments** link next to the thought bubble beneath the rubric to add your own comments. Type your comments directly into the text editor that appears. After you add comments, the thought bubble will display as solid blue.

My Reflections and Comments (required)

Supporting Evidence

Dr. Elizabeth Smith - Feedback and Comments

To add supporting documentation, click **Supporting Evidence** and then click on the green **Add** button.

My Reflections and Comments (required)

Supporting Evidence

Dr. Elizabeth Smith - Feedback and Comments

My Reflections and Comments (required)

Supporting Evidence

ADD

Drag any files to the upload area that appears or click the box to browse for files. If you wish to attach a web resource, you may type/paste a URL into the designated box and click **SUBMIT.**

The file will appear within the **Evidence Portfolio** section you attached it to. If desired, type a title and/or description in the respective boxes.

You may wish to align a resource to multiple sections of the evaluation (in addition to the Current Alignments). To do so, click the appropriate checkboxes in the **Other Competencies** section. Click the **SAVE** button at the top when you are done.

To edit or remove an existing article of supporting evidence, click on the pencil icon next to the file. Then, make your adjustments and click **SAVE,** or click **DELETE** to remove the file entirely.
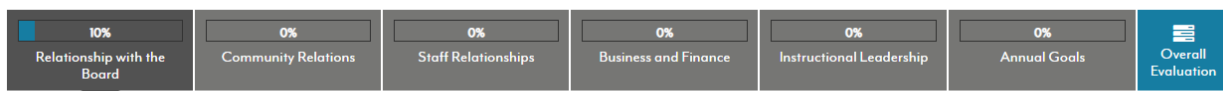

If you wish to enter generic comments for a particular domain that does not directly relate to one of the listed competencies, click on the **My Reflections and Comments for the (Domain Name)** section below the progress bar then enter your comments.

To view generic comments for a particular domain left by the Superintendent, click on the **Superintendent-Feedback and Comments** section also located below the progress bar.

There are three ways to navigate through the domains. You can click the section you wish to jump to in the progress bar at the top of the page.
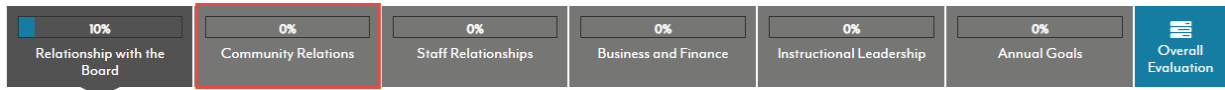
You can also select the **NEXT DOMAIN** button at the bottom of each section. As you progress through the sections, click **PREVIOUS DOMAIN** to move backwards through the sections.

Finally, you may jump to a desired domain by selecting it from the **VIEW OPTIONS** drop down list above the progress bar. You can also view all domains/competencies on one page by selecting **Expand All** from the drop down list.
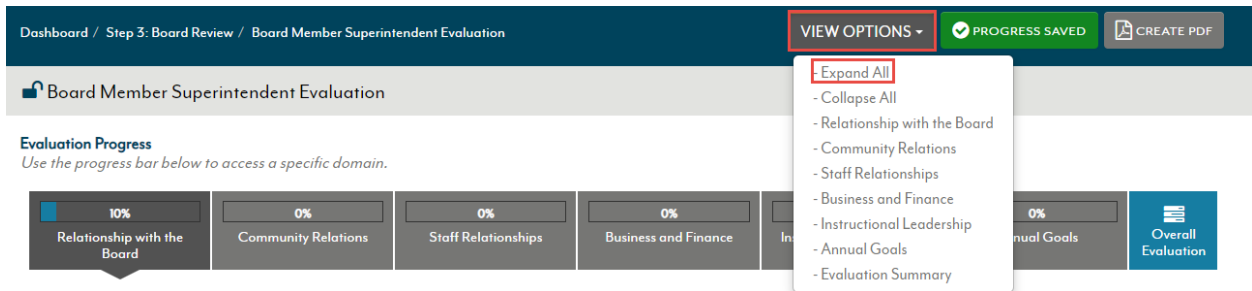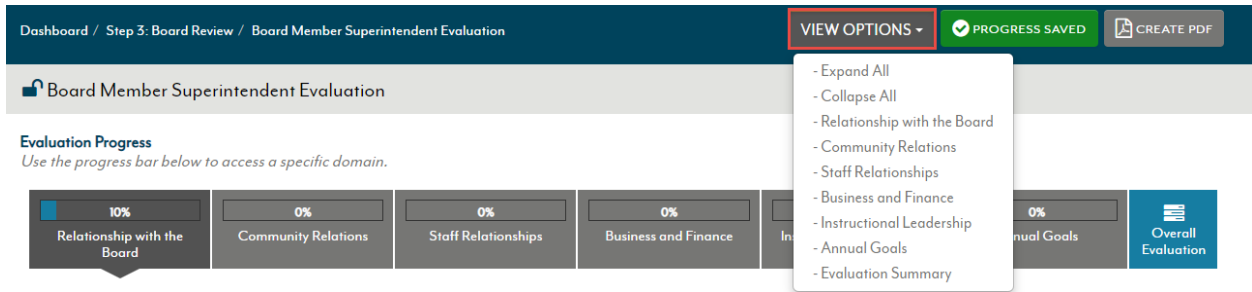
As you are making changes to your evaluation the progress will be saved automatically, this is indicated in the upper right hand corner.
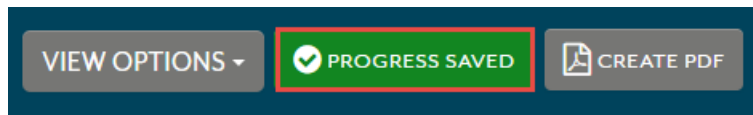
If you return to the evaluation at a later time and wish to make changes, click the **"evaluation"** icon under the **Evaluation** column, once in the evaluation you can begin to make changes automatically.
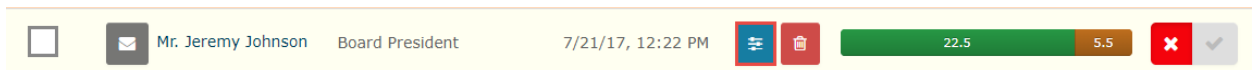
When you have completely finished your evaluation, click the checkmark under the **Completion** column.
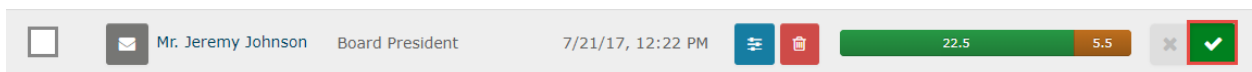
You can view individual board members' current evaluations by clicking the blue **"evaluation"** icon in the **Evaluation** column next to their name.

You can also access the detailed view of the status of the evaluations by clicking the **VIEW DETAILS** button in the top right corner of the page.

This will allow you to see ratings from each individual as they work on their evaluations. Hovering over an icon will show you the name(s) associated with that rating.

Competency	Not Selected	Ineffective	Developing	Dr. Elizabeth Smith, Mr. Derrick Iberra, Dr. Evelyn Jackson	Highly Effective
A. Relationship with the Board					
A.1 Information	⭐		👥	👥	👥

You will find a legend detailing the icons on this screen at the bottom of the page.

Legend: Disparity Rank	
⚠️	Significant disparity between ratings
⭐	Moderate or slight disparity between ratings
⭐	Insignificant or no disparity between ratings

Legend: People	
👤	Single board member position.
👤	Superintendent position.
👥	Position shared by more than one board member.
👥	Position shared by one or more board members and superintendent.
👍	Position shared by superintendent and all of board.

To view one domain at a time, click the **SHOW SINGLE DOMAIN VIEW** button below the table.
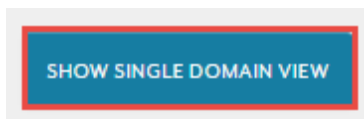
Click on the arrows to navigate the other domains.

Competency		Not Selected	Ineffective	Developing	Effective	Highly Effective
≪	A. Relationship with the Board					≫

To toggle back to the summary, click the **VIEW SUMMARY** button.

⊘ VIEW SUMMARY

You may also send an email to Board Members through the system. To do so, click the checkboxes next to the desired individuals and then click the **SEND EMAIL TO CHECK RECIPIENTS** button at the bottom of the page.

↱ SEND EMAIL TO CHECKED RECIPIENTS

When all board members have marked their evaluations as complete, click the **MARK COMPLETE** button on the dashboard.

3	Board Review and Evaluation of the Superintendent		
	■ The Board reviews the superintendent's self-evaluation and conducts their own evaluation(s).	5/31/19	7 ✔ MARK COMPLETE

If you determine that you need to create the Consolidated Evaluation before all Board Member evaluations are complete, click the **COMPLETION OVERRIDE OPTION** button at the bottom of the page on Step Three.

⚒ COMPLETION OVERRIDE OPTION

Read the pop-up that appears and click **YES** if you are ready to create the Consolidated Evaluation and advance to Step Four.

Step Four: Consolidated Evaluation Data from the Board

The Consolidated Evaluation provides a view of the evaluation containing the Board's average ranking and table showing the comparison between the Board Average and the Superintendent's Self-Evaluation. All Board Members may view the Consolidated Evaluation, but only the Board President has the ability to edit it.

Clicking into Step Four will allow you to view the comparison table. Use the corresponding legend located at the bottom of the table to assist with interpreting the table.

Superintendent Comparison with the Board Evaluation Data

Competency		Not Selected	Ineffective	Developing	Effective	Highly Effective
A. Relationship with the Board						
A.1 Information	★				👤👥	
A.2 Materials and Background	★				👥👤	
A.3 Board Questions	★				👥👤	
A.4 Policy Involvement	☆				👥	👤

| Legend: Disparity Rank	
⚠	Significant disparity between ratings
☆	Moderate or slight disparity between ratings
★	Insignificant or no disparity between ratings

Legend: People	
👤	Superintendent position.
👥	Position of the board.
👍	Position shared by superintendent and all of board.

Click the orange **VIEW CONSOLIDATED EVALUATION** button to view the Consolidated (averaged) Evaluation with Board Member and Superintendent comments. The Consolidated

Evaluation provides an average of all of the Board Members' evaluations but does not include the Superintendent's self-evaluation scores.

To edit the Consolidated Evaluation, click the **EDIT** button on the navy header and select **Edit Evaluation.**
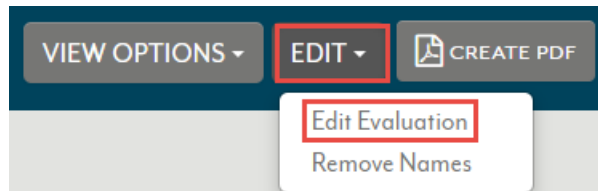
Make the desired changes to the rubric(s) and/or comments sections(s). These changes will save automatically as designated by the **Progress Saved** button in the upper right-hand corner.
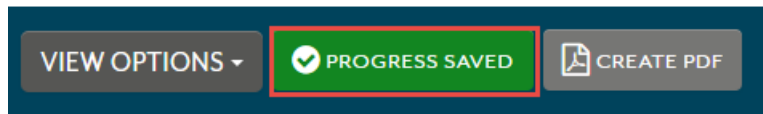
To remove Board members' names from the comments within the Consolidated Evaluation, click the **EDIT** button on the navy header and select **Remove Names.**
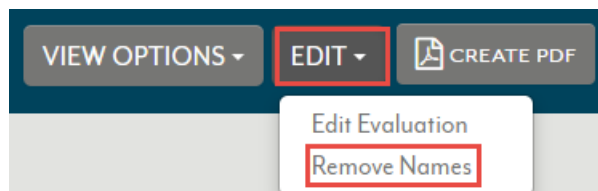
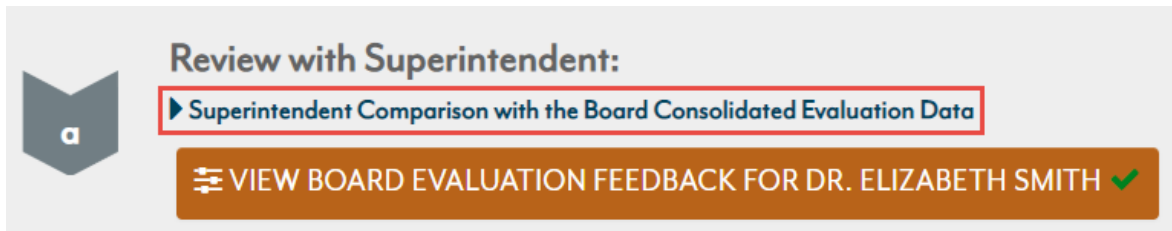Once the Board has reviewed and discussed the Consolidated Evaluation and you are ready to move on to the Final Review and Sign Off, click the **MARK COMPLETED** button to the right of Step four on the Dashboard.
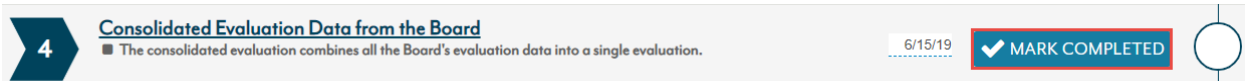
Step Five: Proposed Board Evaluation: Final Review and Sign Off

The final step in the SuperEval process is a Final Review and Sign Off in which the Superintendent and the Board president approve and electronically sign the evaluation.

In Part A of Step Five, the Board and the Superintendent should review the final proposed evaluation. Click **Superintendent Comparison with the Board's Consolidated Evaluation Data** to view the comparison table and corresponding legend.
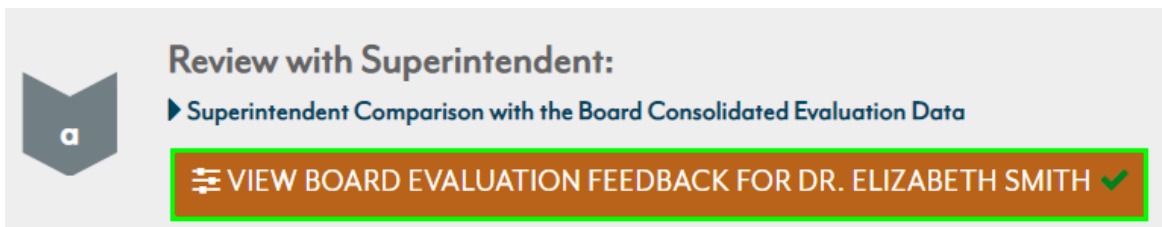

Competency		Not Selected	Ineffective	Developing	Effective	Highly Effective
A. Relationship with the Board						
A.1 Information	★				👤👥	
A.2 Materials and Background	★				👥👤	
A.3 Board Questions	★				👥👤	
A.4 Policy Involvement	☆				👥	👤
A.5 Board Development	★				👍	

Click the orange button to view the final proposed evaluation, including Board comments.

In Part B of Step Five, the Superintendent and Board President have the option to add a post-evaluation reflection. To do so, drag a file to the upload box or click on it to add one. If you wish to attach a web resource, you may type/paste a URL in the designated box and click **SUBMIT.**

Part C of Step Five displays the Overall Evaluation results that will be incorporated into the FOIL (public) Document.

Overall Evaluation for Dr. Elizabeth Smith

Ratings on Individual Domains:

A. Relationship with the Board	Ineffective	Developing	Effective	**Highly Effective**
B. Community Relations	Ineffective	Developing	Effective	**Highly Effective**
C. Staff Relationships	Ineffective	Developing	**Effective**	Highly Effective
D. Business and Finance	Ineffective	**Developing**	Effective	Highly Effective
E. Instructional Leadership	Ineffective	Developing	**Effective**	Highly Effective

The Superintendent and the Board President (speaking for the Board) may each add final comments that will appear on the Final Evaluation/FOIL Document. Type or paste text into the **Comments by the Board** box. Please note; once the evaluation is signed by the Superintendent the Board President is no longer able to add Comments by the Board for the Final Evaluation/FOIL Document.

Comments by the Board (Public - Appears on Final Evaluation/FOIL Document)
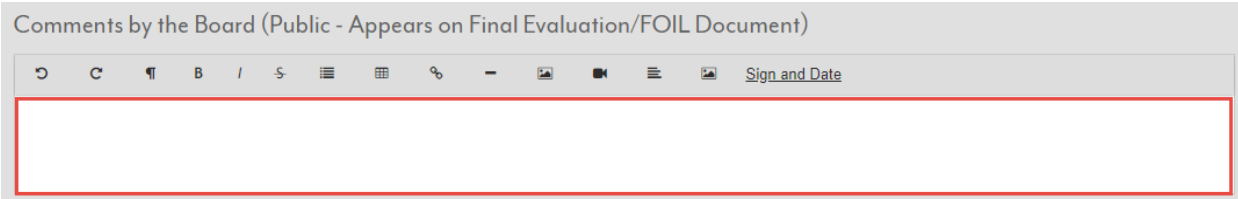
Part C of Step Five also contains the official signature section, which indicates acceptance that the evaluation process has been completed. Please note; a signature does not necessarily denote agreement with the evaluation. Click **SIGN** to the right of your name to electronically sign the evaluation. The Board President will not be able to sign the evaluation until *after* the Superintendent has done so. An indicator on Step Five of the Dashboard will display once the Superintendent has electronically signed the evaluation indicating that the Board President can now electronically sign the evaluation.

Evaluation Results: Accessing the Final Evaluation Document

When the evaluation has been completed, three buttons at the bottom of the page (below the Dashboard steps) will become active for *all* Board Members *and* the Superintendent. To view the full final evaluation online, click the **VIEW EVALUATION FEEDBACK** button.
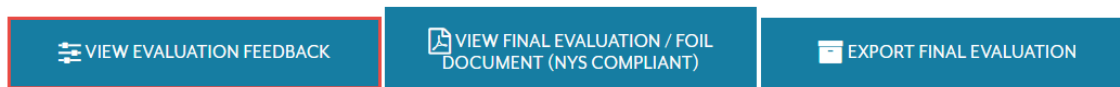
To view the FOIL document in PDF form, click the **VIEW FINAL EVALUATION/FOIL DOCUMENT** button.

Evaluation Results
After you have completed the tasks above, use the buttons below to access the evaluation results.

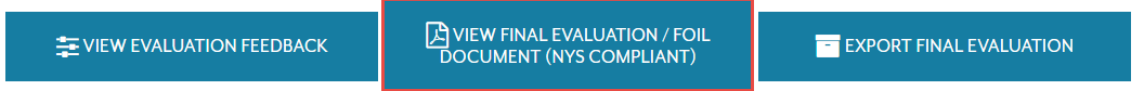| VIEW EVALUATION FEEDBACK	VIEW FINAL EVALUATION / FOIL DOCUMENT (NYS COMPLIANT)	EXPORT FINAL EVALUATION

To download a ZIP file containing the FOIL Document, Final Evaluation, and all the attachments, the Board president of Superintendent must click the **EXPORT FINAL EVALUATION** button.

Evaluation Results
After you have completed the tasks above, use the buttons below to access the evaluation results.

VIEW EVALUATION FEEDBACK	VIEW FINAL EVALUATION / FOIL DOCUMENT (NYS COMPLIANT)	EXPORT FINAL EVALUATION
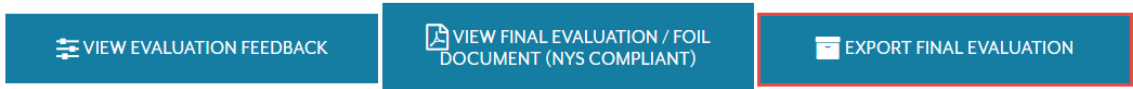
Click the **DOWNLOAD EXPORTED EVALUATION** button once the file has been generated.

Evaluation Results
After you have completed the tasks above, use the buttons below to access the evaluation results.

VIEW EVALUATION FEEDBACK	VIEW FINAL EVALUATION / FOIL DOCUMENT (NYS COMPLIANT)	DOWNLOAD EXPORTED EVALUATION

Board Self-Evaluation

Each step of the SuperEval process can be accessed from the Dashboard. To access the Board Self-Evaluation, select the appropriate evaluation year and then the **Board Self-Evaluation** option from the drop down in the upper left corner of the page. To open the step you wish to work on, click the title of that step on your Dashboard (see the **Dashboard** section within the **"Getting Started"** manual for further instructions on using the tool).
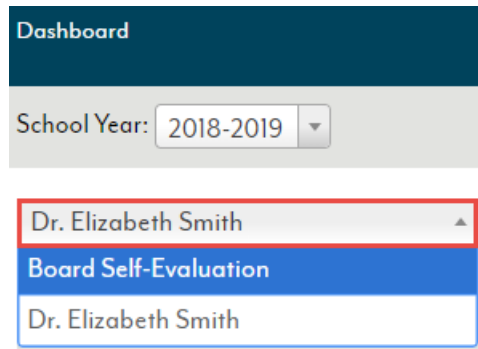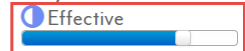

Step One: Board Self-Evaluation

To begin the Board Self-Evaluation, click the green plus icon to the right of your name within the **Evaluation** column.

	Person	Title	Last Login	Evaluation	Progress	Completion
☐	✉ Mr. Jeremy Johnson	Board President		⊕	not started	

The first time you enter the Board Self-Evaluation, you will see a blank rubric. You may use the slider bar near the upper right hand corner of each section of the rubric to set your score, or
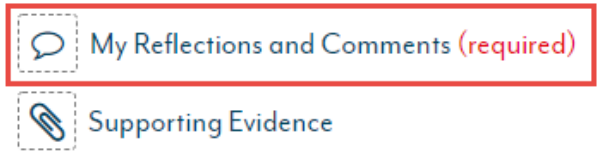
you may click directly on the appropriate section (rating) of the rubric.

Click the **My Reflections and Comments** link next to the thought bubble icon beneath the rubric to add further information. Type your comments directly into the text editor that appears. After you add comments the thought bubble will display as solid blue.

To add supporting documentation, click **Supporting Evidence** and then click the green **ADD** button.

Drag any files to the upload area that appears or click the box to browse for files. If you wish to attach a web resource, you may type/paste in a URL into the designated box and click **SUBMIT.**

The file will appear within the **Evidence Portfolio** section you attached it to. If desired, type a title and/or description in the respective boxes.

You may wish to align a resource to multiple sections of your Self-Evaluation (in addition to the Current Alignments). To do so, click the appropriate checkboxes below the **Other Competencies** section. Click the **SAVE** button at the top when you are done.

To edit or remove an existing article of supporting evidence, click on the pencil icon next to the file. Then, make your adjustments and click **SAVE** or click **DELETE** to remove the file entirely.

If you wish to enter generic comments for a particular domain that does not directly relate to one of the listed competencies, click on the **My Reflections and Comments** section below the

progress bar and enter your comments.

There are three ways to navigate through the domains. You can click the section you wish to jump to in the progress bar at the top of the page.

You can also select the **NEXT DOMAIN** button at the bottom of each section. As you progress through the sections, click **PREVIOUS DOMAIN** to move backwards through the sections.

Finally, you may jump to a desired domain by selecting it from the **VIEW OPTIONS** drop down list above the progress bar. Also, you can click on **Expand All** to view all competencies on one page.
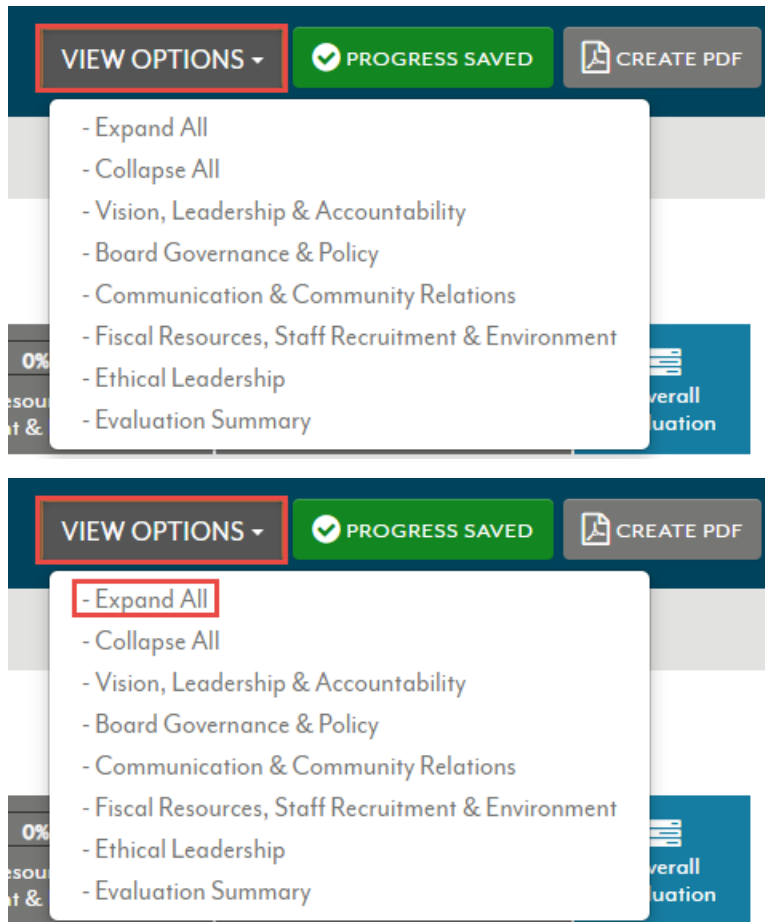
As you work your progress will continually be saved as designated by the **Progress Saved** bar.
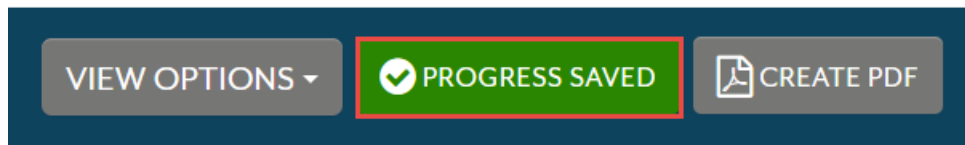
If you return to the evaluation at a later time and wish to make changes, click the "view evaluation" icon under the **Evaluation** column, begin making updates to your evaluation.

When you have finished your Self-Evaluation, click the checkmark under the **Completion** column.

	Person	Title	Last Login	Evaluation	Progress		Completion
☐	✉ Mr. Jeremy Johnson	Board President	7/21/17, 12:22 PM	⇄ 🗑	12.5	12.5	✗ ✔

You can view individual board members' current evaluations by clicking the blue icon in the **Evaluation** column next to his/her name.

	Person	Title	Last Login	Evaluation	Progress		Completion
☐	✉ Mr. Jeremy Johnson	Board President	7/21/17, 12:22 PM	⇄ 🗑	12.5	12.5	✗ ✔
☐	✉ Mr. Mario Davis	Board Member	12/14/16, 12:29 PM	⇄ 🗑	25		✗ ✔

You can also access the detail view of the status of the evaluations by clicking the **VIEW DETAILS** button in the top right corner of the page.

👁 VIEW DETAILS

	Person	Title	Last Login	Evaluation	Progress		Completion
☐	✉ Mr. Jeremy Johnson	Board President	7/21/17, 12:22 PM	⇄ 🗑	12.5	12.5	✗ ✔

This will allow you to see ratings from each individual as they work on their evaluations. Hovering over an icon will show you the name(s) associated with that rating.

Professional Practice	Not Selected	Ineffective	Developing	Effective	Highly Effective
Standard 1 Vision, Leadership & Accountability					
1.A The board develops a shared vision and mission that reflects student achievement and community priorities, and communicates it to the community.	👤	👤	👤	👥 (Ms. Amanda Moore, Mr. Mario Davis, Ms. Kimberly Roberts)	

Use the legend below, detailing the icons on this page

Legend: People	
👤	Single board member position.
👥	Position shared by more than one board member.

To view and compare one domain at a time, click the **SHOW SINGLE DOMAIN VIEW** button below the table.

Click on the arrows to navigate the other domains.

Professional Practice	Not Selected	Ineffective	Developing	Effective	Highly Effective
« Standard 1 Vision, Leadership & Accountability					»
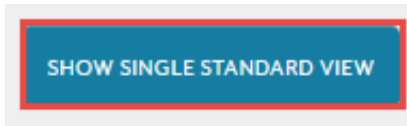
To toggle back to the overview, click the **SHOW ALL STANDARDS** button at the bottom of the page.
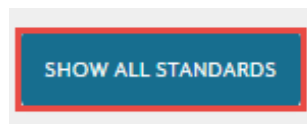
To return to the summary page, click the **VIEW SUMMARY** button in the upper right corner.

If you wish to send an email through the system to other Board Members during Step One, click the checkboxes next to the desired individuals and then click the **SEND EMAIL TO CHECKED RECIPIENTS** button at the bottom of the page.

Step One of the Dashboard displays how many Board Members have completed their Self-Evaluations (green), how many are in progress (orange), and how many have yet to begin (red).

Step	Task	Due	Status
1	**Board Self-Evaluation** ■ Each Board Member completes a School Board evaluation.	7/31/18	2 2 3 ✔ MARK COMPLETED

When all Board Members have marked their evaluations as complete, click the **MARK COMPLETED** button on the Dashboard.
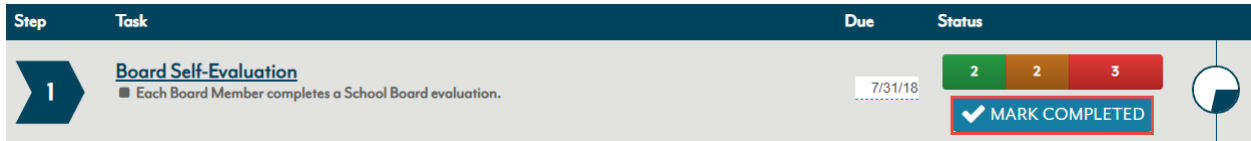
If you determine that you need to create the Consolidated Evaluation before all Board Member Evaluations are complete, click the **COMPLETION OVERRIDE OPTION** button at the bottom of the page on Step One.

Read the pop-up that appears and click **YES** if you are ready to proceed in the evaluation process and advance to Step Two.
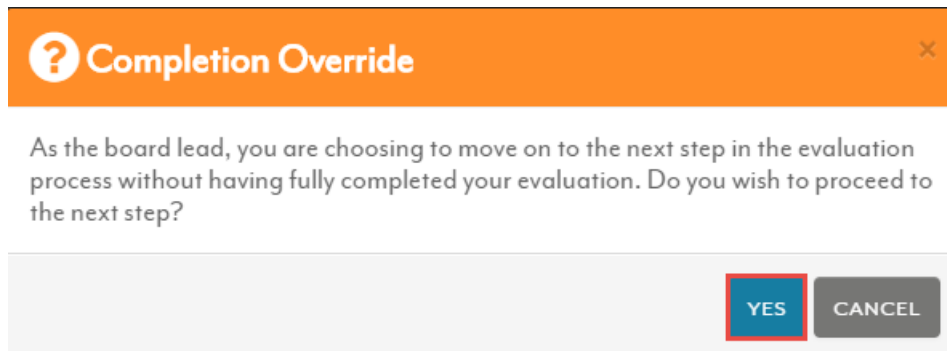
Step Two: Board Evaluation Data

The Consolidated Evaluation Data provides a view of the evaluation containing the Board's average ranking and table showing the comparison between all Board Members' selections. All Board members may view the Consolidated Evaluation Data, but only the Board President has the ability to edit.

Clicking into Step Two will allow you to review the comparison table. Hovering over an icon will show you the name(s) associated with that rating. Use the legend below to assist in

interpreting the table.

Professional Practice	Not Selected	Ineffective	Developing	Effective	Highly Effective
Standard 1 Vision, Leadership & Accountability					
1.A The board develops a shared vision and mission that reflects student achievement and community priorities, and communicates it to the community.			Average Board Value 👥		

Legend: People	
👤	Single board member position.
👥	Position shared by more than one board member.

The table automatically defaults to show the **Average Board Values**; however, you may change the way in which the table displays by selecting the options above it; **Show individual Board Responses, Highest Rated Competencies,** and **Lowest Rated Competencies).**

○ Show Average Board Values ◉ Show Individual Board Responses ○ Highest Rated Professional Practices ○ Lowest Rated Professional Practices

Professional Practice	Not Selected	Ineffective	Developing	Effective	Highly Effective
Standard 1 Vision, Leadership & Accountability					
1.A The board develops a shared vision and mission that reflects student achievement and community priorities, and communicates it to the community.			👥	👤	

To view and compare one domain at a time, click the **SHOW SINGLE STANDARD VIEW** button below the table.

SHOW SINGLE STANDARD VIEW
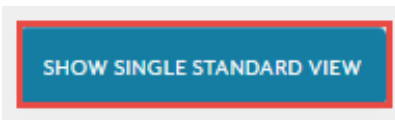
Click on the arrows to navigate to the other domains.

Professional Practice	Not Selected	Ineffective	Developing	Effective	Highly Effective
≪ Standard 1 Vision, Leadership & Accountability					≫

To toggle back to the overview, click the **SHOW ALL STANDARDS** button at the bottom of the page.

SHOW ALL STANDARDS

Click the orange **VIEW BOARD CONSOLIDATED EVALUATION DATA** button to view the Consolidated (averaged) Evaluation. In this section, you will be able to see the average rubric scores and all Board Members comments.
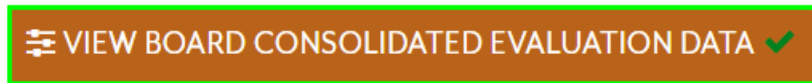
≝ VIEW BOARD CONSOLIDATED EVALUATION DATA ✓

To edit the Consolidated Evaluation, click the **EDIT** button on the navy header.

VIEW OPTIONS ▾   ✎ EDIT   🅰 CREATE PDF
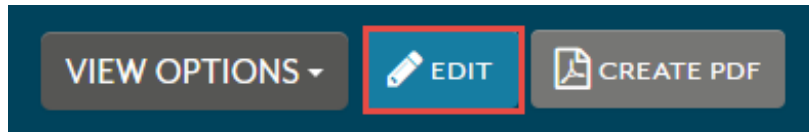
Make the desired changes to the rubric(s) and/or comments section(s). As you work your progress will be saved automatically as designated by the **Progress Saved** indicator in the upper right-hand corner.

VIEW OPTIONS ▾   ⊘ PROGRESS SAVED   🅰 CREATE PDF
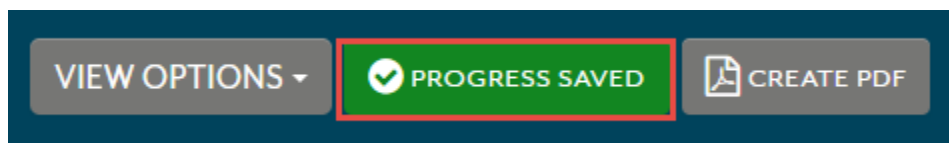
Once the entire Board has collectively reviewed and discussed the Consolidated Evaluation Data and are ready to identify improvement objectives, click the **REVIEW COMPLETED** button to the right of Step Two on the Dashboard.

2 **Board Evaluation Data**
■ The School Board self-evaluation data is collated for analysis.   8/15/18   ✔ REVIEW COMPLETED   ◯
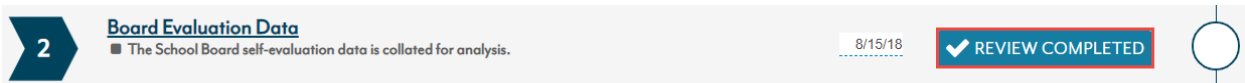
Step Three: Identify School Board Improvement Objectives
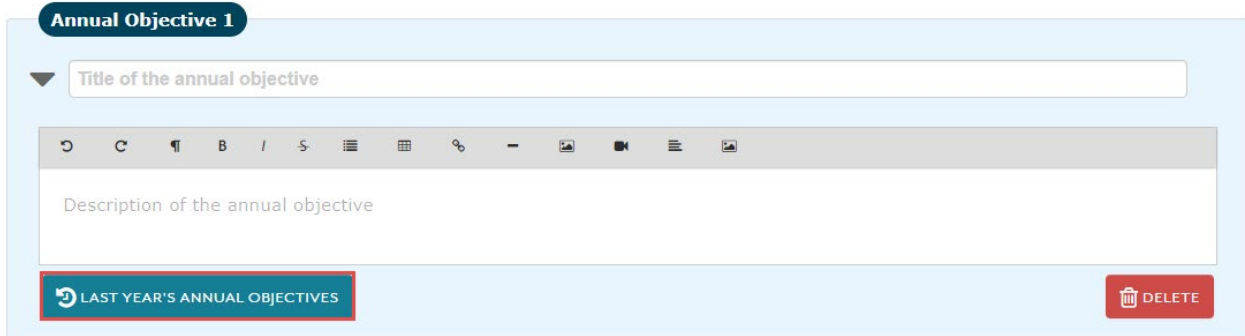
Based on the self-evaluation data, the School Board will work together to develop improvement priorities for the upcoming school year. It is recommended that the board develop their own annual objectives specifically designed to enhance board performance by defining the expected outcomes. All Board Members may view the improvement objectives, but only the Board president has the ability to enter and edit them.

The first time you enter the **Identify School Board Improvement Objectives** section, you will see a text box where you can begin entering your objectives. Add a **Title** and **Description** for your first improvement objective.

To view or select from a list of objectives entered from the previous year's evaluation (if applicable), click the **LAST YEAR'S IMPROVEMENT OBJECTIVES** button below the description box.

You may choose to select an item from the list to use for your objective by clicking on the desired objective. Once selected you then have the ability to edit the objective within the

description box.

To view guidance on developing objectives, click the **GUIDANCE** button near the top of the
page.
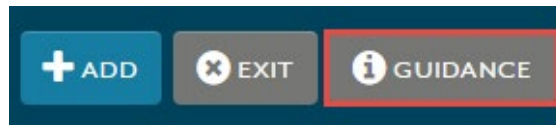
To add additional objectives, click the **ADD** button near the top of the page in the right corner.
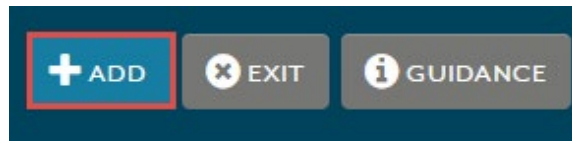
As you work on your objectives your progress will be saved as designated by the **Progress
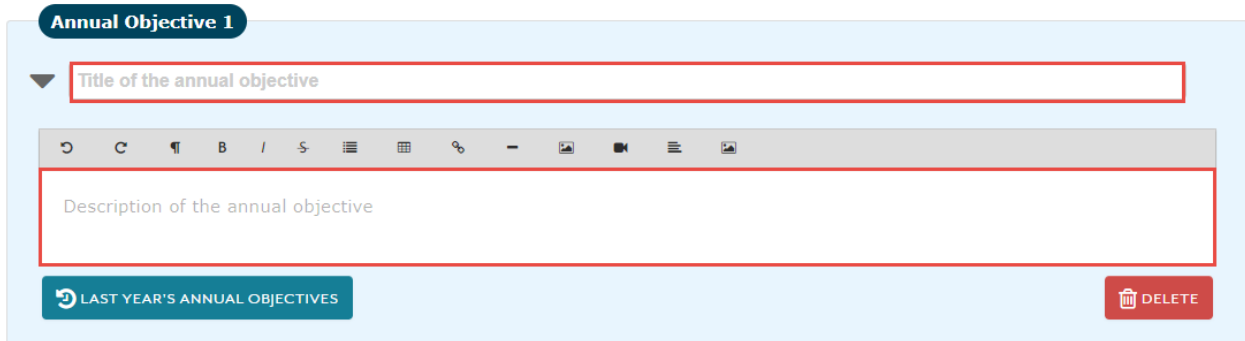Saved** indicator in the upper right hand corner.

When you return to this page, if you wish to edit your objectives, click the **EDIT** button near the
top of the page to access the editing menu.
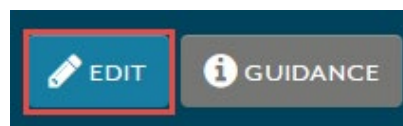
Once the entire Board has collectively reviewed, discussed, and agreed upon the improvement objectives, click the **MARK COMPLETED** button to the right of Step Three on the Dashboard.

Step Four: Monitor Objectives' Progress & Determine Results

The final step in the Board Self-Evaluation process is evaluating the Board's performance/progress in reference to the objectives developed in Step Three. Board Members should collectively review data and other sources of evidence to demonstrate the progress made toward and/or attainment of each objective. All Board Members may view the evaluation of the objectives, but only the Board president has the ability to edit this section.

Each objective created in Step three will be present in Step Four, with its own corresponding rubric and sections for adding comments and uploading supporting evidence. Please see the Step One section of this manual above with respect to navigating the objectives evaluation, scoring using the rubric, and adding comments/evidence.

After evaluating each objective, click the **NEXT DOMAIN** button at the bottom of the page to advance to the Overall Evaluation section.

The Overall Rating averages the scores selected for all of the objectives.

Evaluation Progress
Use the progress bar below to access a specific standard.

50%	
Annual School Board Objectives	Overall Evaluation

Overall Evaluation

1 Superintendent Evaluations The Board of Education will implement a new process for evaluating the Superintendent of Schools. The Board and Superintendent agree to use the SuperEval leadership evaluation platform to increase both the effectiveness and efficiency of this important process.	Ineffective	Developing	**Effective**	Highly Effective
2 School Board Self-Evaluation The Board agrees to with use the SuperEval leadership evaluation platform to increase both the effectiveness and efficiency of this important process.	Ineffective	Developing	Effective	**Highly Effective**
Overall Rating	Ineffective	Developing	Effective	**Highly Effective**

To enter overall comments by the rest of the Board, type directly into the comments box or paste in copied text. Board Members can add comments that are meant just to be viewed by the Board or comments that are meant for the public and appears on the final evaluation and FOIL document.

Comments by the Individual Board Members (Private)

⟳	⟲	¶	B	*I*	S̶	☰	⊞	⸜	—	⊡	◼	☰	⊡	Sign and Date	

Type your reflections and comments here...

Comments by the Board for the Public (Speaking as One Voice - Appears on Final Evaluation/FOIL Document)

⟳	⟲	¶	B	*I*	S̶	☰	⊞	⸜	—	⊡	◼	☰	⊡	Sign and Date	

Once the entire board has collectively reviewed, discussed, and evaluated each objective and is ready to finalize the evaluation, click the **MARK COMPLETED** button to the right of Step Four on the Dashboard.

4	**Monitor Progress on Objectives & Determine Results** Document progress toward meeting the annual objectives and determine if the objectives are met.	6/30/19	✔ MARK COMPLETED

Evaluation Results: Accessing the Final Evaluation Document

When the Board Self-Evaluation has been completed, three buttons at the bottom of the page (below the Dashboard steps) will become active for *all* Board Members. To view the full final evaluation online, click the **VIEW FINAL EVALUATION** button.

Evaluation Results
After you have completed the tasks above, use the buttons below to access the evaluation results.

VIEW EVALUATION FEEDBACK	CREATE FINAL EVALUATION / FOIL DOCUMENT	BEGIN A NEW CYCLE

To view the final evaluation document in PDF form (that can be saved to your computer or printed), click the **CREATE SUMMARY PAGE** button, and then click the **VIEW SUMMARY PAGE** button once the document has been generated.

Evaluation Results
After you have completed the tasks above, use the buttons below to access the evaluation results.

VIEW EVALUATION FEEDBACK	CREATE FINAL EVALUATION / FOIL DOCUMENT	BEGIN A NEW CYCLE

Each member of the Board may independently determine when he/she would like to begin the following year's Self-Evaluation by clicking the **BEGIN NEW CYCLE** button.

Evaluation Results
After you have completed the tasks above, use the buttons below to access the evaluation results.

VIEW EVALUATION FEEDBACK	VIEW FINAL EVALUATION / FOIL DOCUMENT	BEGIN A NEW CYCLE