



SuperEval Board Member User Manual

Evaluation of the Board Self-Evaluation

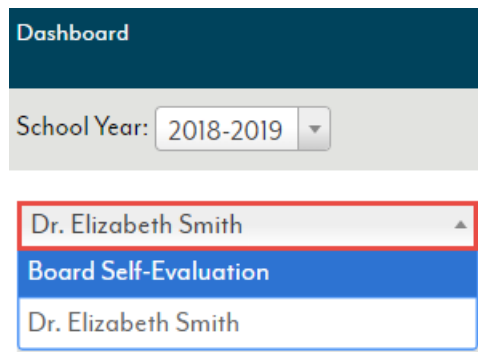
Table of Contents

- SuperEval Board Member User Manual**-----1
- Evaluation of the Board Self-Evaluation -----1
- Table of Contents -----1
- Board Self-Evaluation -----2
- Step One: Board Self-Evaluation-----2
- Step Two: Board Evaluation Data -----8
- Step Three: Identify School Board Improvement Objectives ----- 10
- Step Four: Monitor Objectives’ Progress & Determine Results----- 11
- Evaluation Results: Accessing the Final Evaluation Document----- 12

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).

Board Self-Evaluation

Each step of the SuperEval process can be accessed from the Dashboard. To access the Self-Evaluation, select the appropriate evaluation year and then the **Board Self-Evaluation** option from the drop down menu in the upper left hand 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 this tool).



Step One: Board Self-Evaluation

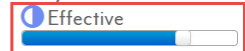
To begin your Self-Evaluation, click the green plus icon to the right of your name within the **Evaluation** column.

<input type="checkbox"/>	Person	Title	Last Login	Evaluation	Progress	Completion
<input type="checkbox"/>	Mr. Jeremy Johnson	Board President	7/21/17, 12:22 PM		<div style="width: 15px; height: 10px; background-color: green; display: inline-block;"></div> 15 <div style="width: 10px; height: 10px; background-color: orange; display: inline-block;"></div> 10	
<input type="checkbox"/>	Mr. Mario Davis	Board Member			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

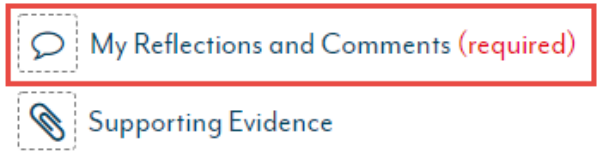
you may click directly on the appropriate section (rating) of the rubric.

1.A The board develops a shared vision and mission that reflects student achievement and community priorities, and communicates it to the community.



Not Selected	Ineffective	Developing	Effective	Highly Effective
No selection has been made on this rubric.	Performance does not meet the criteria and requires significant improvement Noteworthy evidence and observation demonstrates the board has not met the performance criteria and has had a negative impact on board operations and/or relations with the superintendent, staff and community. The board should cite specific data or evidence that supports this rating.	Performance is inconsistent and partially meets the criteria Noteworthy evidence and observation demonstrates that the board's performance has made moderate gains -- or maintained the status quo -- in board operations and relations with the superintendent, staff and community. The board should cite specific data or evidence that supports this rating.	Performance meets the criteria Noteworthy evidence and observation demonstrates the board's effective performance. The board has satisfactorily met the criteria and has shown an improvement in board operations and relations with the superintendent, staff and community. The board should cite specific data or evidence that supports this rating.	Performance exceeds the criteria Noteworthy evidence and observation demonstrates the board's exemplary performance. The board has exceeded the criteria and has consistently had a positive impact on board operations and relations with the superintendent, staff and community. The board should cite specific data or evidence that supports this rating.

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 a URL into the designated box and click **SUBMIT**.

Evidence Portfolio

To upload a new document, drag a file here or click this area.

OR Add a URL:

SUBMIT

Type	Title	Description	Related Professional Practices	Uploaded	Options
------	-------	-------------	--------------------------------	----------	---------

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.

Evidence Portfolio

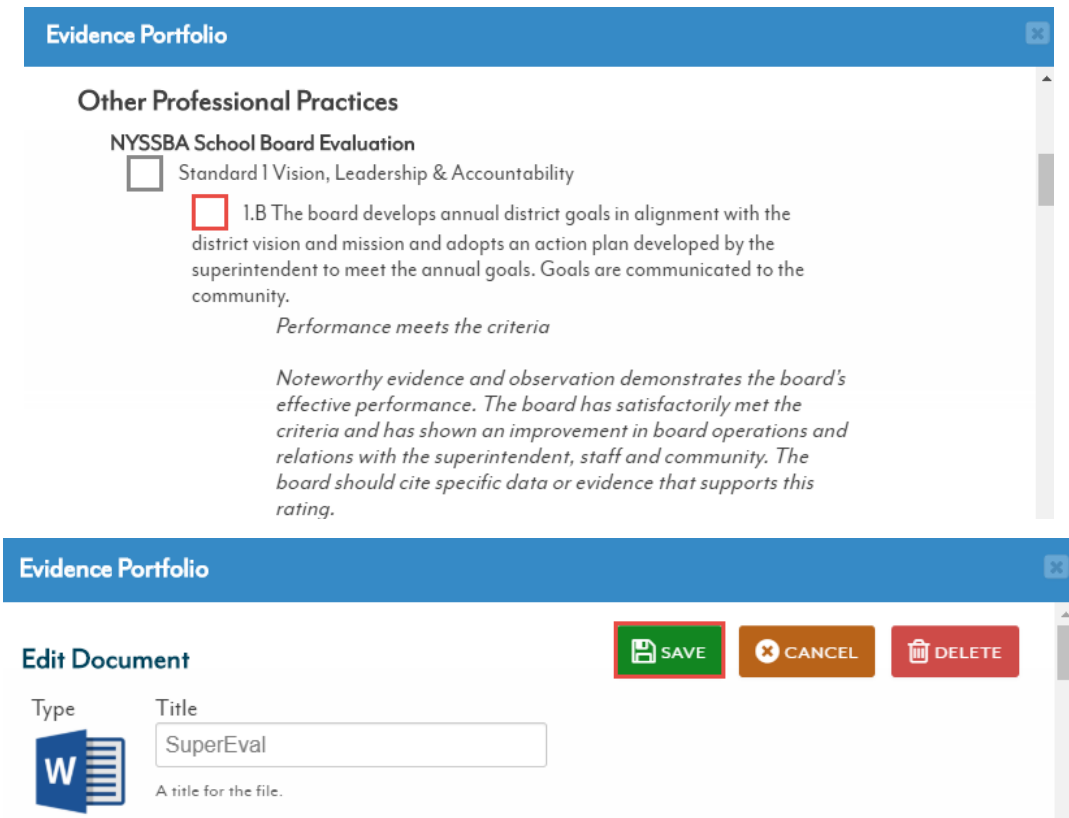
Edit Document SAVE CANCEL DELETE

Type Title Description

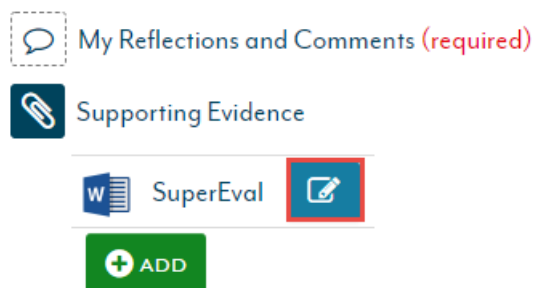
W SuperEval
A title for the file.

Description
Description pending.
A description for the file.

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.

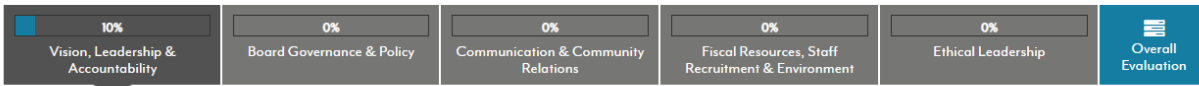


If you wish to enter generic comments for a particular domain that does not directly relate to one of the listed competencies, click on the **My Reflections and Comments** section below the

progress bar and enter your comments.

Evaluation Progress

Use the progress bar below to access a specific standard.



Standard 1 Vision, Leadership & Accountability

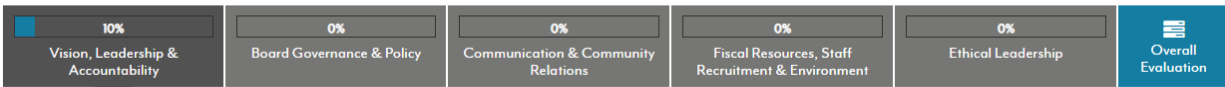
The board of education commits to a vision of high student achievement and effective instruction, specifies clear goals to realize that vision, demands accountability for results, and supports continuous improvement of the district.

My Reflections and Comments for the Vision, Leadership & Accountability Standard (optional)

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.

Evaluation Progress

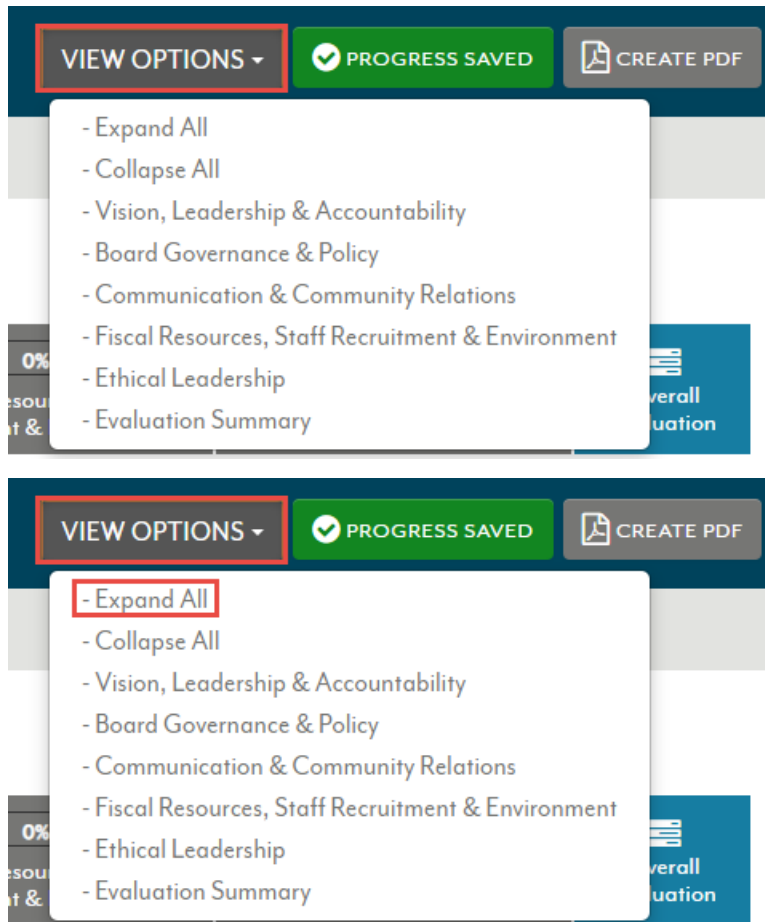
Use the progress bar below to access a specific standard.



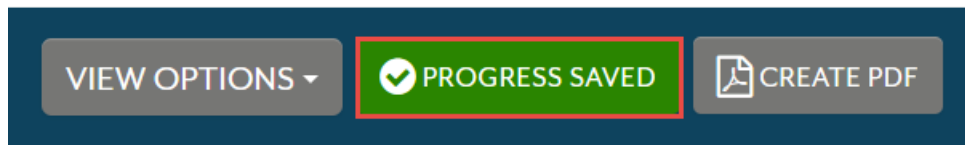
You can also select the **NEXT DOMAIN** button at the bottom of each section. As you progress through the sections, click **PREVIOUS DOMAIN** to move backwards through the sections.







Finally, you may jump to a desired domain by selecting it from the **VIEW OPTIONS** drop down list above the progress bar. Additionally, you can click on **Expand All** to view all of the 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.

Person	Title	Last Login	Evaluation	Progress	Completion
Mr. Jeremy Johnson	Board President	7/21/17, 12:22 PM	 	<div style="width: 100%;"><div style="width: 100%; background-color: green; height: 10px;"></div></div> 12.5 / 12.5	 

When you have completely 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		<div style="display: inline-block; width: 50px; height: 15px; background-color: green; margin-right: 5px;"></div> 12.5 <div style="display: inline-block; width: 50px; height: 15px; background-color: orange; margin-left: 10px;"></div> 12.5	

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	<div style="display: inline-block; width: 20px; height: 15px; background-color: green; margin-right: 5px;"></div> 2 <div style="display: inline-block; width: 20px; height: 15px; background-color: orange; margin-left: 5px;"></div> 2 <div style="display: inline-block; width: 20px; height: 15px; background-color: red; margin-left: 5px;"></div> 3


Once the Board President deems it appropriate, he/she will advance the process to Step Two to generate the Consolidated Evaluation.



Step Two: Board Evaluation Data

The Consolidated Evaluation Data provides a view of the evaluation containing the Board’s average ranking and a 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 it.

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

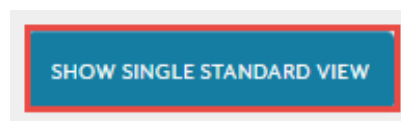
Legend: People	
	Single board member position.
	Position shared by more than one board member.

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 from the top of the table (including **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.					

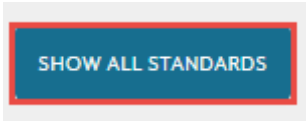
To view and compare one domain at a time, click the **SHOW SINGLE STANDARD VIEW** button below the table.



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.



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.



Once the entire Board has collectively reviewed, discussed, and agreed upon the improvement objectives, the Board President will advance the process to Step Four.

Step Three: Identify School Board Improvement Objectives

Based on the self-evaluation data, the School Board works together to develop improvement priorities. It is recommended that boards 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.

Enter Your Annual Objectives

The following annual objectives have been identified by the board:

Annual Objective 1

Sharing Mission/Vision with the Community

The board will develop a shared vision and mission that reflects student achievement and community priorities, *and* communicates it to the community.

Once the entire Board has collectively reviewed, discussed, and agreed upon the improvement objectives, the Board President will advance the process to Step Four.

Step Four: Monitor Objectives' Progress & Determine Results

The final step in the Board Self-Evaluation process is evaluating the Board's performance 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. This section will be completed by the Board President on behalf of the Board.

1 Sharing Mission/Vision with the Community

The board will develop a shared vision and mission that reflects student achievement and community priorities, *and* communicates it to the community.

Effective 1

Ineffective	Developing	Effective	Highly Effective
Shows no progress toward meeting the goal to perform its responsibilities.	Shows progress but did not meet the goal	Meets the established goal	Exceeds the established goal

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

PREVIOUS STANDARD

NEXT STANDARD

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

Evaluation Progress


Use the progress bar below to access a specific standard.



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

Note the **Comments By Individual Board Members** section displaying overall comments entered by the Board President on behalf of the Board (optional).

 Comments by the Individual Board Members (Private)

Mario Davis: At auctor elementum fusce dui non feugiat molestie, pharetra viverra nulla praesent ut hendrerit urna semper, eget arcu ligula consequat et litora.

Once the entire Board has collectively reviewed, discussed, and evaluated each objective and is ready to finalize the evaluation, the Board President will mark Step Four complete.

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.



To view the final evaluation document in PDF form (that can be saved and/or printed), the Board President must generate the summary page. After he/she has done so, 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.



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 A NEW CYCLE** button.

Evaluation Results

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



