SuperEval®

Board Member User Manual

Evaluation of the Superintendent

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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 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 comments and reflection, 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 and will engage in conversation regarding the evaluation up to this point. No comments and/or evidence will be added by board members at this time. Click **Superintendent Self-Evaluation** in Step Two to view the evaluation.
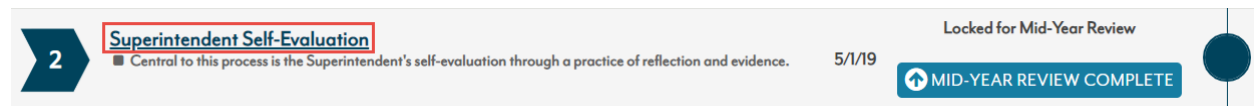
After the Board has the opportunity to review and discuss the self-evaluation, the Board President may mark the review as complete. Then, once the necessary changes have been made the Superintendent will select **YEAR-END EVALUATION,** which will allow the Board to begin their own evaluations of the 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 evaluations, 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	⇅ 🗑	26.5	✖ ✔
☐	✉ Mr. Jeremy Johnson	Board President	7/21/17, 12:22 PM	⇅ 🗑	25	✖ ✔
☐	✉ Mr. Mario Davis	Board Member		⊕	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 assessment 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 domain's rating.

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.

To add supporting documentation, click **Supporting Evidence** and then click on 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 then 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.

Evidence Portfolio

Current Alignments

The Council's Superintendent Model Evaluation

A. Relationship with the Board

☑ A.1 Information

Keeps the board informed with appropriate information as needed so it may perform its responsibilities.

Other Competencies

The Council's Superintendent Model Evaluation

☐ A. Relationship with the Board

☐ A.2 Materials and Background

Materials are provided. Some supporting information is included.

☐ A.3 Board Questions

To edit or remove an existing article of supporting evidence, click on the blue edit icon to the right of 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 comment(s).

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.
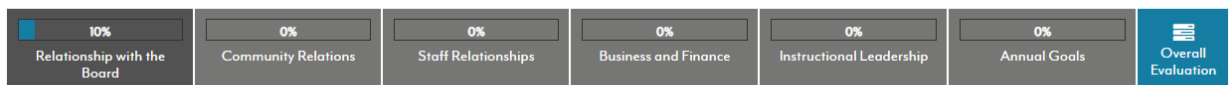

There are three ways to navigate through the domains. You can click the section you wish to jump to in the progress bar at the top of the page.
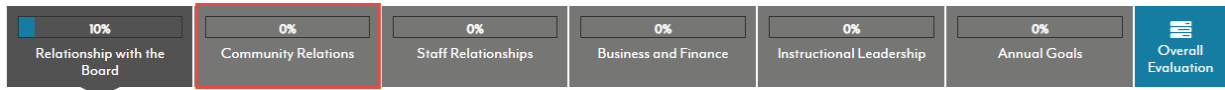
You can also select the **NEXT DOMAIN** button at the bottom of each section. As you progress through the sections, click **PREVIOUS DOMAIN** to move backwards through the sections.

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.

Step Four: Consolidated Evaluation Data from the Board

The Consolidated Evaluation provides a view of the evaluation containing the Board's average ranking and a 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 (e.g., removing board members names from comments or summarizing all board members comments into one voice).

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.

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

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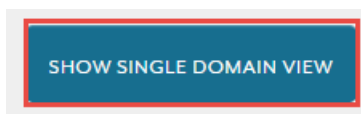
Click on the arrows to navigate to the other domains.

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

To toggle back to the overview, click the **SHOW ALL DOMAINS** button at the bottom of the page.
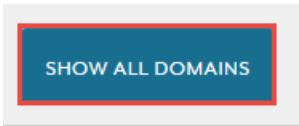
Click the orange **VIEW CONSOLIDATED EVALUATION** button to view the Consolidated (averaged) Evaluation with Board Member and Superintendent comments. The Consolidated Evaluation provides an average of all of the Board Members' evaluations but does not include the Superintendent's self-evaluation scores.

Once the Board has reviewed and discussed the Consolidated Evaluation, the Board President will make necessary adjustments and then advance the process to Step Five for the Final Review and Sign Off.

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 the corresponding legend.

Click the orange **View Board Evaluation For (Superintendent's name)** 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 view any reflections that have been added, click **Post-Evaluation Reflection and Comments.**

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:

	Ineffective	Developing	Effective	Highly Effective
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 each have the option to add final comments that will appear on the Final Evaluation/FOIL Document. Comments by the Board must be entered through the Board President's account.

Comments by the Board (Public - Appears on Final Evaluation/FOIL Document)
-none-

Comments by the Superintendent (Public - Appears on Final Evaluation/FOIL Document)
-none-

Part C of Step Five also contains the official signature section, which indicates acceptance that the evaluation process has been completed. The Superintendent will electronically sign the evaluation first, followed by the Board President. An indicator on Step Five of the Dashboard will display once the Superintendent has electronically signed the evaluation.

5 **Proposed Board Evaluation: Final Review and Sign Off**
■ The Superintendent and Board review and discuss the proposed evaluation before finalizing the document by adding electronic signatures.   6/30/19 | 1 | 1 |

Signatures

The administrator's signature indicates that he or she has seen and discussed the evaluation; it does not necessarily denote agreement with the evaluation.

• All information contained in this overall evaluation is FOIL-able under New York State law.

Dr. Elizabeth Smith	Superintendent	*Dr. Elizabeth Smith* (signed electronically)	11/13/19
Mr. Jeremy Johnson	Board President	SIGN	_____

Once both parties have signed, the evaluation is complete.

Signatures

The administrator's signature indicates that he or she has seen and discussed the evaluation; it does not necessarily denote agreement with the evaluation.

• All information contained in this overall evaluation is FOIL-able under New York State law.

Dr. Elizabeth Smith	Superintendent	*Dr. Elizabeth Smith* (signed electronically)	11/1/19
Mr. Jeremy Johnson	Board President	*Mr. Jeremy Johnson* (signed electronically)	11/1/19

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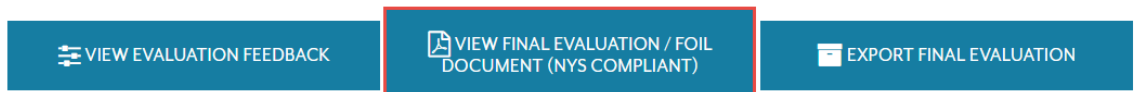
Evaluation Results
After you have completed the tasks above, use the buttons below to access the evaluation results.

⇄ VIEW EVALUATION FEEDBACK	📄 VIEW FINAL EVALUATION / FOIL DOCUMENT (NYS COMPLIANT)	🗃 EXPORT FINAL EVALUATION
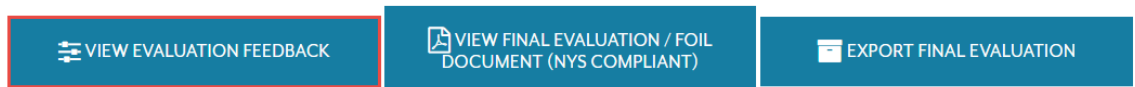
To view the FOIL document in PDF form, click the **VIEW FINAL EVALUATION/FOIL DOCUMENT** button.

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 attachments, the Superintendent or Board President must export the final evaluation. Then, click the **DOWNLOAD EXPORTED 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) | 🗋 DOWNLOAD EXPORTED EVALUATION |