Superintendent Evaluation Directions for Board Members

1. Log onto a web browser. Chrome is the preferred web browser that will have the least conflict with the evaluation program.
2. Enter downloads.edsystems.net into the web browser's url and hit enter.
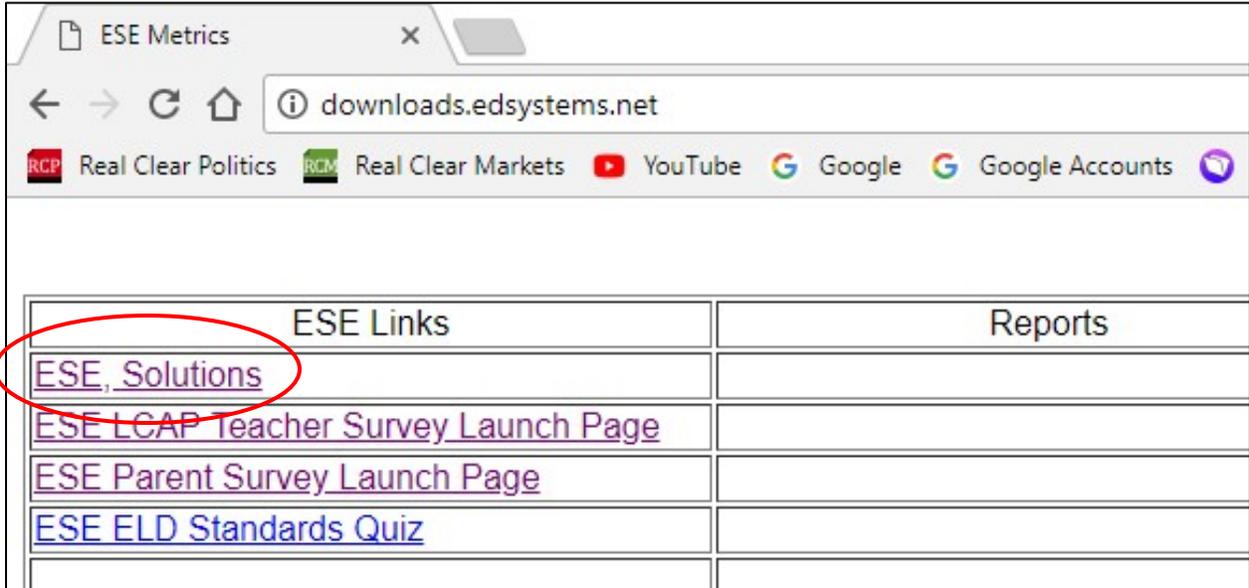3. On the page select *ESE, Solutions*.

Figure 1

You will be redirected to a FileMaker WebDirect solutions homepage

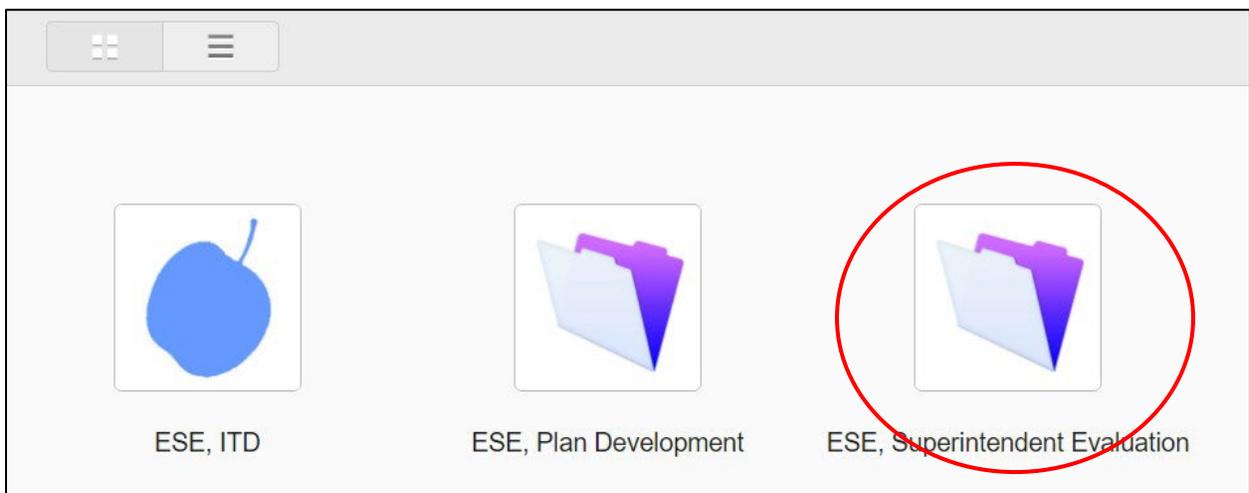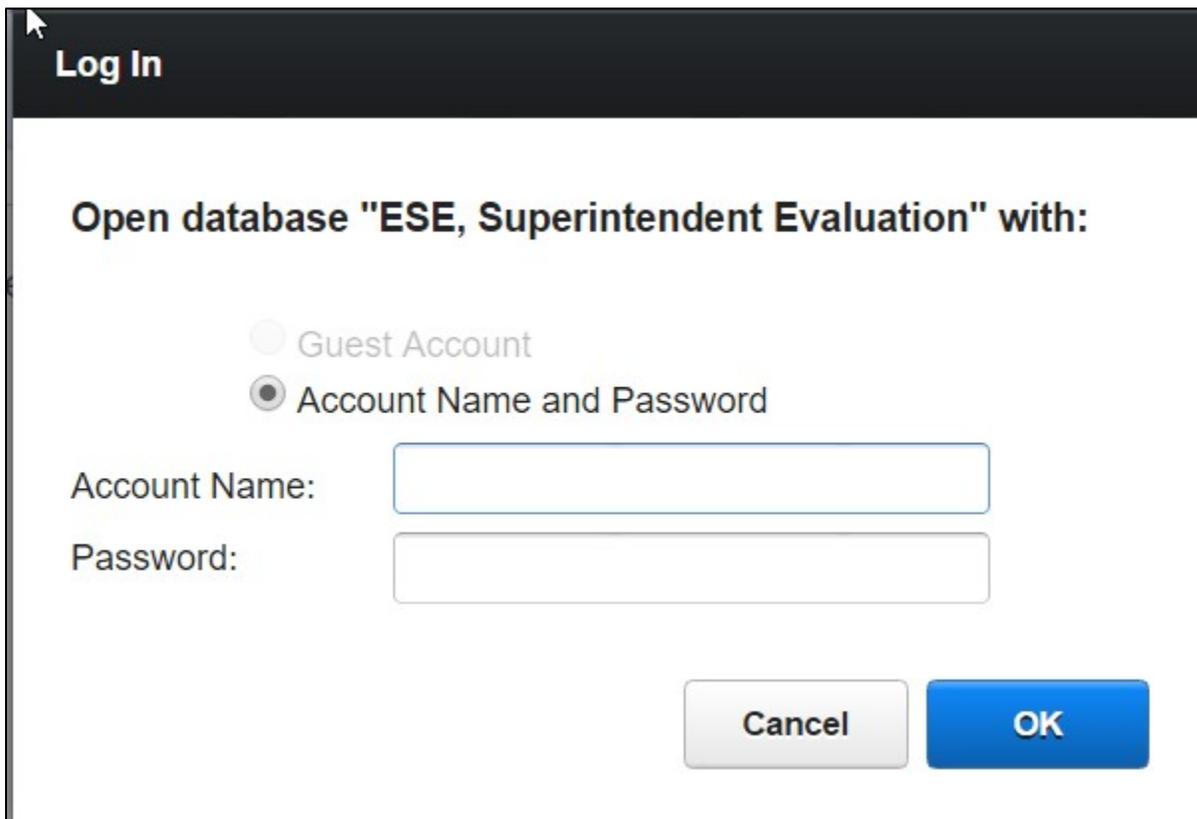4. Select the ESE, Superintendent Evaluation program.

Figure 2

5. Enter your username and password.

Figure 3

On the Superintendent Evaluation Home Page you have three option; Board, Supt, Change Password.
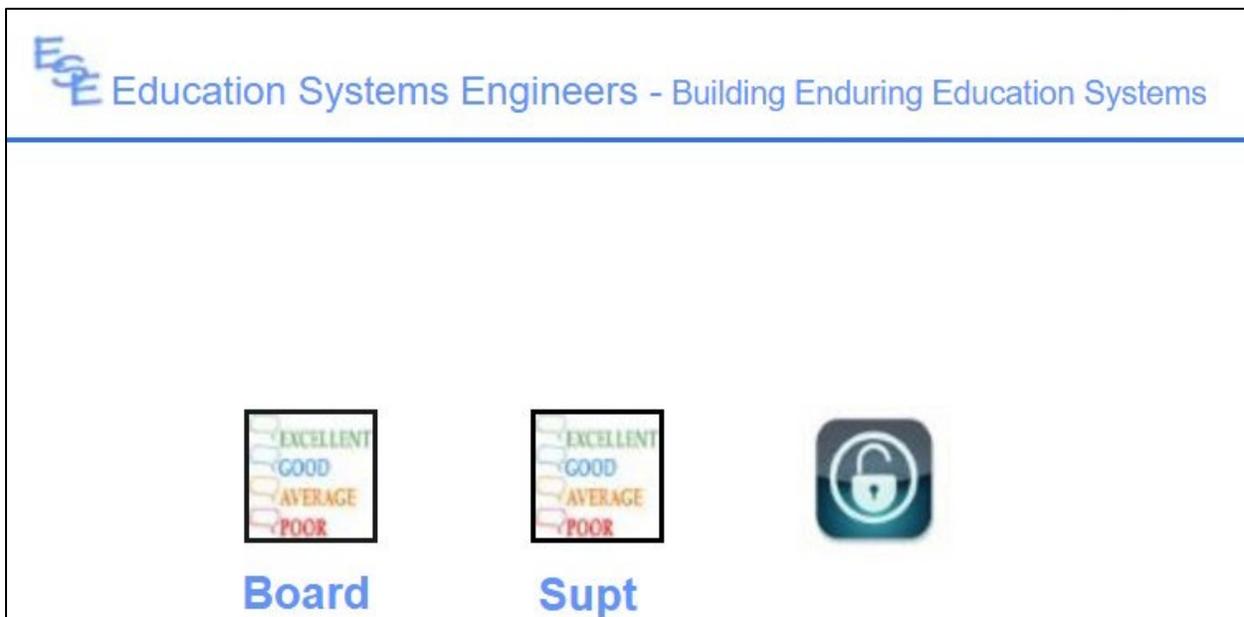
6. Select the appropriate button.

Figure 4

Superintendent Evaluation Description

You should now be on the evaluation input page (Figure 5). The following are some guidelines about how to navigate this application using a Chrome web browser.

- The evaluation is organized by goals and objectives. When you arrive at the Input page it automatically loads the first goal along with all of the objectives for that goal.
- The Goal ID is listed to the right of the label *District Goal* (Figure 6).
- The Goal ID has the district's acronym, the year of the evaluation, and the number of the goal.
- Below the goal are listed all of the objectives/actions associated with this goal.
- You can scroll through the actions for each goal using the *Scroll Bar* on the right (Figure 6).
- Do not use the browser's forward or backward arrows to navigate.
- The evaluation is divided into two parts.
  - The first part are goals that come from the LEA's LCAP and all of the objectives/actions associated with these goals are from the LCAP. While rating these objectives/actions use column 1 in Table 1 as a guide.
  - The second part is usually the final goal. This part comes from the CSBA Superintendent Governance Standards. While rating these objectives/actions you should think not in terms of how much was accomplished; but rather, how well your superintendent/director performed their job in accordance with these standards. Use column 2 in Table 1 as a guide.

Superintendent Progress Descriptors

- Approximately one month before the board begins work on this evaluation ESE convened a group of certificated staff, classified staff, and parents to determine progress towards completion of the objectives and to determine the effectiveness of these objectives. The Superintendent Input column on the Input Page (Figure 8) contains information from this group.
- This group wrote a short description of the district's progress toward completion of the objective and the effectiveness of the objective in meeting the goal. The two numbers in brackets at the end of each description are a numeric description between 0% and 100%. The first of these numbers represents of the district's progress towards completion of this objective. and the second represents the group's consensus on how effective this objective was at helping to achieve the district's goal.

Goals 1 – 4th from the last		3rd from the last Goal
Accomplished	5	Distinguished
Significant Progress	4	Proficient
Some Progress	3	Average
Little Progress	2	Needs Improvement
No Progress	1	Failing

Table 1

Figure 5

To navigate to a different goal

1. Click on the Goal ID drop down menu (Figure 7).
2. Select another goal to work on (Figure 7).
3. Wait while the Action is Running pop up shows that the new goal is loading.
4. After the new goal is loaded the popup menu opens by default.
5. Click on the district logo on the right to close the Goal ID drop down menu.
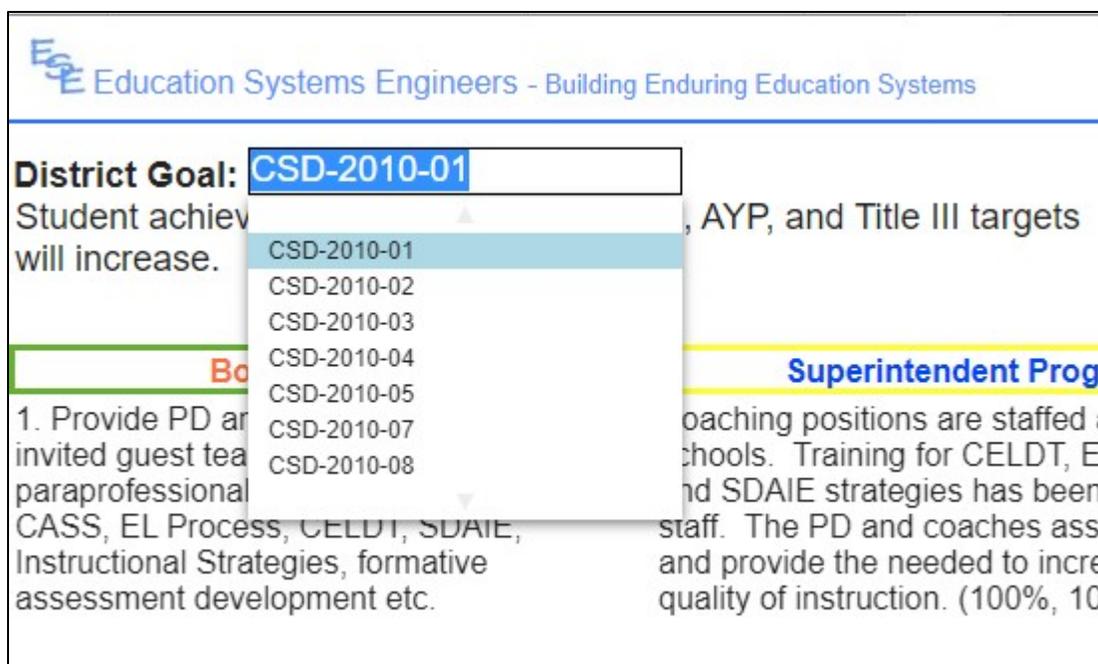6. Now you can work on completing the evaluation of each Objective.

Figure 6

As a board member you need to complete the following two pieces of information for each Objective:

1. Provide a rating of 1 - 5 for each action in the evaluation. This is done in the area labeled Objective Feedback in Figure (Figure 8). Use the rating scale in Table 1.
2. Provide a brief narrative of feedback for your superintendent on your thoughts on the progress made accomplishing this objective.   This is done by selecting the field below the label *Board Member Feedback*.
3. If you have a question and would like feedback from your superintendent in order to complete the evaluation, please check the box next to the question mark (see Figure 7) and write your questions in the *Board member Feedback* field. Once all board members have completed an initial review of the evaluation, all of the questions will be compiled and your superintendent will respond to all of the questions via a group email.

(Superintendent / Directors only) As ing two pieces of information for each Objective:

1. As a Superintendent / Director you only need to input a narrative description of what was accomplished for the actions relating to LCAP, or how your conduct aligns to the CSBA Governance Standards (the last goal). This is done by selecting the field below the label *Superintendent Progress*.

Figure 7

Please contact me at any time if you have questions or need support in completing this evaluation.

mhstowell@edsystems.net

510-205-2974