

**Meeting Called to Order** at 6:00 P.M. by Chair Riley Holman.

Members attending: Riley Holman, Sherrie Deaton, Sarah Fay, Chris Irwin, Sarah Wadsack, Superintendent Bill Crowson, and Secretary Christine Manley.

Policy CBA Qualifications and Duties of the Superintendent/Clerk was discussed. Prior year's evaluation processes and the OSBA Superintendent Evaluation workbook were also reviewed. After discussion, the following Superintendent evaluation timeline was agreed to:

- By November 1: evaluation forms sent to staff for input:
  - All administrative staff
  - All confidential employees
  - Three certified employees from each campus
  - Three classified employees from each campus
  - Superintendent's self-evaluation
- By mid-November: evaluation & self-evaluation forms returned from staff
- By late-November: Executive session to discuss and tally evaluation forms. Superintendent not involved.
- Prior to January Regular Board meeting: Executive session to discuss evaluation with the Superintendent. Board crafts narrative summary.
- January Regular Board meeting: Board adopts narrative summary of Superintendent's evaluation.
- By February 1: Evaluation must be completed as per Superintendent's contract.

The current policy CBA and form will be used as a guideline in the evaluation process by the Board members and for the Superintendent's self-evaluation. The staff will use a modified form containing sections 1, 3, and 4, with a comment section added.

**Meeting adjourned** at 6:37 P.M.

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Riley Holman, Board Chair

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Christine Manley, Secretary