PROPOSED PERFORMANCE EVALUATION CALENDAR

FOR SELECT SCHOOL BOARD OFFICE AND SCHOOL BOARD MEMBER EMPLOYEES

The dates below are for the 2027 evaluation process for School Board Office and School Board Member Employees, including Auditor General, Clerk to the School Board, Deputy Clerk to the School Board, Director of District Board Operations, School Board Staff Aide, and School Board Staff Assistant.

While individual School Board Members will participate in the Auditor General's evaluation, the Audit Committee Chair will lead the process in alignment with the calendar below. All other employees (Senior Executive Administrative Assistant, Administrative Assistant I, and Functional Applications Specialist I) will follow the traditional Performance Evaluation Calendar for the 2025-26 School Year. The Superintendent's evaluation will be conducted in alignment with the Strategic Governance Manual.

Key Dates	Actions
January-March, 2027	● HR notifies School Board Office and School Board Member employees of summative evaluation cycle timeline and details for 2026 calendar year.
March 31, 2027	● SBO and SBM employees hired after this date will receive truncated mid-year assessments from July-November while others receive their summative evaluations.
April 9, 2027	● Self-assessments are due. ● Goal-setting and goal-setting conferences should be conducted.
July 10, 2026 July 9, 2027	● Mid-year assessments are due. ● Conferences should be held, if applicable, to discuss progress and provide feedback.
October 23, 2026 October 22, 2027	● Summative Evaluation and Conferences are due for SBO employees receiving a dismissal recommendation.
November 20, 2026 November 19, 2027	● All remaining summative evaluations due.
November 30, 2027	● Relevant SBM employees notified if their contracts will be extended for another year (Director of District Board Operations, School Board Staff Aide, and School Board Staff Assistant).