

MEMO TO: Board of Education  
TOPIC: Closed Meeting for Supt Evaluation  
FROM: Steve D. Cairns, Superintendent  
DATE: December 7, 2016

A Closed Meeting for Supt Evaluation of the Board of Education will be held December 12, 2016 at 7:00 PM in the High School Room 101.

#### Agenda

**1. CALL TO ORDER**

A. Pledge - Chairman Broden

**2. SUPERINTENDENTS PERFORMANCE EVALUATION**

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**3. ADJOURNMENT**

6f. SAMPLE SUPERINTENDENT PERFORMANCE EVALUATION FORM 2.

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Evaluator \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_.

Directions: This form may be used by individual School Board members to assess the Superintendent's performance. The form includes ten main performance topics common to the position of Superintendent. A rating scale is provided to allow School Board members to rate the Superintendent's performance relative to each topic. School Board members should circle the appropriate response and use the space for comments which follows each main topic to further evaluate the Superintendent. Prior to the evaluation, School Board members and the Superintendent should review the evaluation topics and discuss what each rating means.

- 1 Indicates unacceptable performance.
- 2 Indicates improvement needed.
- 3 Indicates expectations have been met.
- 4 Indicates very good performance.
- 5 Indicates outstanding performance.
- UA Unable to answer.

Evaluation  
 Codes  
 Low - High

- |   |              |
|---|--------------|
| 1. Provides leadership for the School District's educational programs, staff development programs, and curriculum development to provide the best possible learning environment for the students. | 1 2 3 4 5 UA |
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Comments:

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| 2. Informs and advises the School Board about programs, practices, and problems of the School District and keeps the School Board informed of the activities operating under the School Board's authority. | 1 2 3 4 5 UA |
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Comments:

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1 2 3 4 5 UA

- 3. Explains the educational needs of the School District to the School Board, recommending necessary new or revised policies and staffing changes for School Board action.

Comments:

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- 4. Acts as a liaison between the community and the School District and responds to concerns of parents, students, citizens, and staff to increase understanding of policies and practices and to keep them informed and involved with School District activities. 1 2 3 4 5 UA

Comments:

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- 5. Oversees all financial operations of the School District and prepares, presents, and recommends the various budgets to the School Board. 1 2 3 4 5 UA

Comments:

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- 6. Interprets employee proposals for the School Board and recommends adjustments of employee policies and salary structures. 1 2 3 4 5 UA

Comments:

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- 7. Institutes and updates a comprehensive strategic planning process, including short-term and long-term planning, School District goals, and instructional goals. 1 2 3 4 5 UA

Comments:

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8. Establishes and maintains good relationships with agencies and personnel outside the School District to promote the best interests of the School District through contact with legislators, other superintendents, local governmental leaders, etc. 1 2 3 4 5 UA

Comments:

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9. Maintains and improves effective School Board-Superintendent relations by periodically reviewing and upgrading performance through seminars and training sessions. 1 2 3 4 5 UA

Comments:

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10. Delegates responsibility and authority to School District employees as appropriate, defines the authority and responsibilities of mid-management staff, and effectively evaluates them. 1 2 3 4 5 UA

Comments:

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