



Superintendent Evaluation Instrument 2016-2017

District Goal #1

The Superintendent will assist the BOE in the continuous improvement of the school district:

Indicators – The superintendent will:

1. Assist the board to meet or exceed the required training requirements of Georgia law.
2. Prepare reports on:
 - The strengths and improvements needed in the school district
 - Any compelling problem(s) or emerging issues
 - Anticipated challenges in the school district
3. Identify strategies/approaches to address improvements needed with particular emphasis on instructional concerns (i.e. student achievement scores, increase academic rigor, and CCRPI performance). Particular emphasis will be placed on improving CCRPI scores at every school.

Evidence needed to measure achievement and/or progress on indicators:

- Superintendent ensures board members meet required hours of training evidenced by each member receiving yearly certificate certifying hours have been met.
- Superintendent provides reports to the board on all relevant data as often as needed to keep the board informed of progress being made.
- Superintendent details specific strategies being implemented to continually improve upon student achievement. Specific emphasis will be placed on:
 - Standardized Math Scores
 - Standardized Writing Scores
 - Standardized Science Scores
 - Standardized Reading Scores
 - Students with Disabilities
 - Students Economically Disadvantaged
 - Honors/Gifted/Advanced Placement Instruction

Adoption Date: July 11, 2016

Proposed Evaluation Date: January 9, 2017

Chairman, Board of Education

Superintendent

District Goal #2

The Superintendent will provide leadership to the BOE in policy development and policy implementation.

Indicators – The superintendent will:

1. Inform the board about rules and regulations of the Georgia Board of Education and state and federal laws.
2. Maintain and distribute all adopted policies.
3. Follows the board-adopted policies when presenting new or revised policies to the board for consideration.
4. Provide recommendations, usually in writing, on all policies presented to the board.
5. As appropriate, seek out staff and public opinion on proposed policies and report to the board the findings.
6. Implement and explain policies and actions of the school board.

Evidence needed to measure achievement and/or progress on indicators:

- Superintendent brings policies before the board as laws/guidelines change so that the school system maintains compliance with all policies.
- Superintendent ensures that policy development, discussion, public review and final adoption of policy adhere to local policy and all applicable laws.
- As appropriate, the Superintendent clearly and accurately explains policies and actions of the board to applicable stakeholders. The board will utilize feedback from stakeholders as well as observation to measure this.

Adoption Date: July 11, 2016

Proposed Evaluation Date: January 9, 2017

Chairman, Board of Education

Superintendent

District Goal #3

The Superintendent will meet established requirements in developing and conducting board meetings.

Indicators – The superintendent will:

1. Post all meetings by the board conducted in accordance with the Open Meetings Law (50-14-1).
2. Follow the adopted policies on planning and conducting board meetings that include type of meetings, agenda development, and superintendent recommendations, public input and recorded minutes.
3. Provide written reports on action plans, status of adopted district goals, achievement, information on agenda items where needed, and written recommendation(s) on action items.
4. Maintain the official board records and other records that pertain to the Open Records Act including maintaining minutes of executive session.

Evidence needed to measure achievement and/or progress on indicators:

- Superintendent will ensure that all board meetings are advertised and conducted according to all applicable laws, policies, and guidelines.
- Superintendent will provide all relevant and/or requested information/data for board meetings to guarantee decisions are made utilizing all available information. Board members will evaluate this by deciding if they are consistently given the information they need to make informed decisions.
- Superintendent will work with school administrators and faculty to maintain timeliness of submitted board items.

Adoption Date: July 11, 2016

Proposed Evaluation Date: January 9, 2017

Chairman, Board of Education

Superintendent

District Goal #4

The Superintendent will provide leadership as chief executive officer to the BOE in personnel management.

Indicators – The superintendent will:

1. Communicate board beliefs/vision/mission to school personnel.
2. Provide leadership as chief executive officer and will act as general supervisor of all school system/district employees.
3. Recommend all personnel actions taken by the board including the employment, assignment, and dismissal of personnel to the board.
4. Implement evaluation processes to ensure a fair and equitable evaluation of all personnel in the district.
5. Review, recommend job descriptions and maintain adopted job descriptions for staff as required by law.
6. Superintendent will work closely with school Principals to ensure continued school and system success.
7. Superintendent will maximize the productivity of the central office by fully utilizing staff, including but not limited to, the Assistant Superintendent and Director of Special Programs.

Evidence needed to measure achievement and/or progress on indicators:

- Superintendent will make recommendations on personnel based upon what is in the best interest of the students and school system. The board will evaluate this area based upon a pattern of the Superintendent demonstrating, over time, that this is the driving force behind all recommendations.
- Superintendent will ensure all staff are evaluated annually and according to all applicable policies, rules, and laws.
- Superintendent will maintain, modify, or create job descriptions for all classifications of staff.
- School and system success will continue.

Adoption Date: July 11, 2016

Proposed Evaluation Date: January 9, 2017

Chairman, Board of Education

Superintendent

District Goal #5

The Superintendent will provide sound fiscal management in assisting the BOE in financial management.

Indicators – The superintendent will:

1. Coordinate with the board in developing the tentative budget.
2. Develop the proposed tentative budget following adopted budget policies that outline the budget development process and timelines to meet state and local requirements.
3. By adopted policy, implement and administer the budget once the budget is approved that incorporates sound business and fiscal practices.
4. Administer the approved budget within board established spending levels and recommend budget amendments when necessary.
5. Prepare monthly financial reports on the status of the budget.
6. Maintain the district’s financial records and cooperates with auditors annually to audit financial records.
7. The Superintendent will work each year to reduce or eliminate the amount of reserve funds needed to balance the budget.

Evidence needed to measure achievement and/or progress on indicators:

- Superintendent, in coordination with the staff, will prepare the annual budget for board review and discussion.
- Superintendent will ensure that the board stays well informed of budget challenges and relevant changes to anticipated sources of revenue. The board will evaluate this area based upon an ongoing observation of whether or not the Superintendent keeps them informed of budget changes.
- Superintendent will ensure, along with other staff, all expenditure controls are in place and followed.
- Superintendent will provide monthly financial reports to the board and any other financial information as requested or needed.
- Each year, financial planning and decisions will reflect a concerted attempt to minimize the amount of reserve funds needed to balance the budget.

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Proposed Evaluation Date: January 9, 2017

Chairman, Board of Education

Superintendent

District Goal #6

The Superintendent will provide leadership to the BOE in board, staff and community relationships.

Indicators – The superintendent will:

1. Demonstrate respect and cooperation in professional relationships with the board and individual board members, staff and community.
2. Recognize and protect the chain of command concept.
3. Work with the board to develop and implement a process that encourages and seeks the input of staff at all levels in decision-making on significant issues where it is appropriate.
4. Develop a process to receive input from citizens on matters relating to the school district and communicates with the community.
5. Assist the board to provide leadership and training to school councils.
6. Implement the adopted board policies on media communications.
7. Require teachers to utilize the REMIND texting program to inform parents of major assignments due/tests/announcements, etc.

Evidence needed to measure achievement and /or progress on indicators:

- Superintendent will openly communicate and continually work with the board in positive ways to maintain professional relationships. Over time, by observation and personal experience, the board will evaluate the Superintendent in this area.
- Superintendent will be open and receptive to input from all stakeholders, demonstrating a willingness to listen and work together for the betterment of Bremen City Schools. Over time, by observation and feedback from stakeholders, the board will evaluate the Superintendent in this area.
- Superintendent will be actively involved with the community by being highly visible at school sponsored and non-school sponsored events.
- Superintendent will demonstrate by his actions/visibility he is a positive example for Bremen City Schools at all times. Over time, by observation and feedback from stakeholders, the board will evaluate the Superintendent in this area.
- Superintendent will speak to groups in the community as a representative of the school system as requested and appropriate.
- Superintendent will respond to calls, emails, and other requests for information from all stakeholders within 24 hours whenever feasibly possible.
- All teachers will utilize REMIND texting program.

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Proposed Evaluation Date: January 9, 2017

Chairman, Board of Education

Superintendent

District Goal #7

The Superintendent will provide leadership in the upcoming AdvancEd 5 year accreditation external review.

Indicators – The superintendent will:

1. Schedule and coordinate the logistics for the review team.
2. Lead the preparation/completion of the following components of the external review.
 - a. Self-Assessment
 - b. Executive Summary
 - c. Student Performance Diagnostics
 - d. Stakeholder Feedback Diagnostics
 - e. Assurances
3. Keep the board well informed of the process before, during and after the external review.
4. Review/share the results of the review with the board and lead plans for improvement.

Evidence needed to measure achievement and /or progress on indicators:

1. All coordination and arrangements will be in place for the external review team before and during the visit October 30-November 2, 2016.
2. All components needed for the external review team will be complete and submitted on or before all deadlines.
3. Board members will be well informed of the process and all questions answered before, during and after the external review visit and report.
4. Detailed explanations of the results will be provided by the Superintendent to the board and where applicable, detailed strategies for improvement will be implemented with measurable goals in place.

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Superintendent