Monroe County Schools
Superintendent
Performance and Development Review

_____
Name of Superintendent

Date Employed: _____ Review Covers Time Period: _____

Current Contract Length: _____ to _____

The evaluation process includes criteria agreed upon by the Monroe County Board of Education and the Superintendent, as set forth in this policy.

I. Evaluation Process

1. Monroe County Board of Education members individually complete the prescribed evaluation form for discussion in an executive session during a regular or special meeting scheduled for this purpose.

2. The Board President compiles the data from individual board members into a composite appraisal. This confidential document represents the assessment of the entire board and is given primary importance over individual board member responses, none of which are identified by name in the composite appraisal.

3. The Board meets to review the composite appraisal, a copy of which is given to the superintendent. The evaluation discussion is held in closed session. Final results of the evaluation must be presented in open session. In addition, the Board and Superintendent mutually agree upon goals and priorities for the following year's evaluation at a regular or special public meeting where this is on the agenda.

4. The Board discusses results with the superintendent and provides the superintendent an opportunity to respond to the evaluation. Any written comments are attached to the final written composite evaluation and placed in the Superintendent's personnel file.

5. If the Monroe County Board of Education declares the Superintendent's performance deficient, the Board defines a time period to provide the Superintendent with an opportunity to correct such deficiencies with the Board providing support and resources to the Superintendent for this purpose.

II Timetable

The Monroe County Board of Education will conduct an annual evaluation conference with the Superintendent after January 1 and prior to May 1 of each year. And if pertinent, discuss contract renewal, non-renewal, salary and benefit compensation, length and terms of contract, etc., before the statutory deadline of May 1, for hiring a superintendent.

Performance Review

The Board, in collaboration with the superintendent, has identified _____(number) system-wide goals and priorities that are key to the continued success and movement toward accomplishing the mission statement and shared vision of the school community.

Part I - Key Goals and Objectives

Key to Ratings:

Excellent - E - Individual performs all tasks in an exceptional manner. 5 points
Good - G - Individual performs many tasks well and all other tasks adequately. 4 points
Satisfactory - S - Individual performs all tasks satisfactorily. 3 points
Fair - F - Individual performs most tasks satisfactorily, but not all. 2 points
Poor - P - Individual fails to perform many tasks well. 1 point

#	Goal	E	G	S	F	P	Comments
1	Focus on improvement of reading, writing and language arts, particularly in the K-4 grade levels, but also throughout K-12. Focus greatest resources on greatest need to improve student achievement.						
2	Work toward making sure that all accreditation standards are met at each school. Make sure that the county goals are met in all schools.						
3	Continue to focus on facility improvement wherever the needs exist; most specifically Monroe County Technical School, Peterstown Middle (finishing up the windows, etc.), and Peterstown Elementary.						
4	Work with 7th/8th grade faculty and students to continue to promote the planning for college through GEAR UP. Inform parents and students of opportunities available for education after high school.						
5	Work with community to make sure that 21st Century Community Learning Centers are responsive to community and student needs.						
6	Continue to work with personnel in operating and continuously improving alternative education services.						

7	Continue to work through budget issues, making sure funds are diverted to the areas of greatest need and that we operate within the funding formula. Also work to improve monitoring of spending throughout the year to ensure that emergency measures are not required to forestall a budget deficit.						
8	Work toward complete renovation of county policy manual, with copies of the manual on CD ROM, as well as the Internet through a web page constructed for Monroe County Board of Education.						
9	Continue to foster and nurture the goals of Project TLC, including seeking grants to support parent resource centers and after school programs.						
10	Work toward greater understanding among all staff regarding confidentiality of student and personnel information.						
11	Continue to support the viability of School Improvement Councils, Faculty Senates and the Unified School Improvement Plans.						
12	Continue to support the goals of the Rural Community Resource Center, including efforts to provide workforce development through state and federal funding.						
	Total Points Accumulated						

Part II - Universal Job Elements

Key to Ratings:

Excellent - E - Individual performs all tasks in an exceptional manner. 5 points
Good - G - Individual performs many tasks well and all other tasks adequately. 4 points
Satisfactory - S - Individual performs all tasks satisfactorily. 3 points
Fair - F - Individual performs most tasks satisfactorily, but not all. 2 points
Poor - P - Individual fails to perform many tasks well. 1 point

A. Business/Finance

#	Goal/Objective	E	G	S	F	P	Comments

1	Continuously monitors school budget and oversees the financial workings of the system to ensure a balanced budget at year's end, excepting any extraordinary factors beyond the Superintendent's control. Keeps Board informed of financial needs.						
2	Assists in identifying, planning and implementing capitol improvement projects.						
3	Keeps abreast of the physical needs of system (plant, supplies, and equipment.)						
4	Supervises timely preparation and accurate presentation of the annual budget and recommends it to the board for approval.						
5	Acts independently, using discretion when action is required in matters not covered by board policy, reporting as soon as practicable to board and recommends policy for future guidance.						

6	Continuously seeks supplemental financial resources for the school system such as private and public grant opportunities, foundation funds, etc.						
	Total Points Accumulated						

B. School/Staff Relations

#	Goal/Objective	E	G	S	F	P	Comments
1	Works collaboratively with employees at all levels to create a positive school climate.						
2	Organizes and conducts timely procedures for subordinates evaluations. Takes action related to any less than satisfactory appraisals.						
3	Develops sound personnel practices and works for good morale. Is impartial in personnel matters.						
4	Ensures and encourages staff participating in staff development activities and monitors the professional growth of subordinates.						

5	Recognizes those employees through appropriate programs for outstanding performance such as teacher of the year, etc.						
	Total Points Accumulated						

C. Board/Superintendent Relationship

#	Goal/Objective	E	G	S	F	P	Comments
1	Supports board policy to public and staff. Refrains from public criticism of board members.						
2	Keeps board informed on new policies and procedures.						
3	Offers professional advice. Maintains position based on principle without regard to popularity until decision is reached.						
4	Participates in resolving differences of opinions. Does not play board favorites.						
	Total Points Accumulated						

D. Community/Public Relations

#	Goal/Objective	E	G	S	F	P	Comments

1	Maintains good relations with local and state government. Works effectively with state legislative leaders.						
2	Works with news media effectively						
3	Accepts input from all groups.						
4	Participates with community, staff and board in curriculum development						
5	Provides leadership in other areas of the community.						
	Total Points Accumulated						

E. Personal Qualities

#	Goal/Objective	E	G	S	F	P	Comments
1	Is respected in the community, schools, and in education.						
2	Works well with others.						
3	Is suitably attired and well groomed.						

4	Writes and speaks clearly and effectively.						
5	Is poised in the face of a crisis.						
	Total Points Accumulated						

III. State Board of Education Approval

Per State Board of Education 5310, this policy will be submitted to the State Board of Education for approval on or before June 1, 2001. Becomes effective August 1 and remains in effect until superseded or rescinded by the board.

IV Results of Evaluation

#	Section	E	G	S	F	P	Comments
I	**Key Goals and Objectives**						
II	**Universal Job Elements**						
	A. Business/Finance						
	B. School/Staff Relations						
	C. Board/Superintendent Relations						
	D. Community/Public Relations						
	E. Personal Qualities						
	Total Points						

_____ Excellent _____ Good _____ Satisfactory _____ Fair _____ Poor

Total Complete Evaluation _____

V. Recommendations:

Please provide your recommendations, if any, for the following sections. If none, indicate "None" for each section.

A. Recommended corrective actions in relationship to current performance, responsibilities and criteria

B. Recommended new performance responsibilities and/or criteria for the coming contractual period.

Recommend Length of Contract _____(S) _____NA

Additional Comments:

Signature of Board Member _____ Date _____

Signature of Superintendent _____ Date _____

Adopted by Board Action: May 22, 2001
Amended December 11, 2001