South Lewis Central Schools
Superintendent Evaluation
2020-21

The South Lewis Superintendent Evaluation is designed to help the Board of Education and Superintendent of Schools boards and develop thoughtful, constructive evaluations that advance district goals and keep the leadership team healthy.

An effective evaluation requires commitments from both the Board of Education and Superintendent of Schools as outlined below:

Board Member Commitments

- Participate in the agreed upon process and evaluation discussions with honesty and integrity.
- Each board member should rate all performance indicators and goals based on evidence.
- Identify the Superintendent's strengths and areas for improvement

Superintendent Commitments

- Understand, agree to and participate in the articulated process and evaluation discussions.
- Gather and provide information and evidence if requested by the Board.

The format of evaluation will be a rubric style evaluation to determine levels of performance for the Superintendent. Each section contains particular indicators with specific criteria to rate the performance level. The five evaluation areas, listed below, are to be scored on a HEDI scale of Highly Effective, Effective, Developing, and Ineffective. Should any indicator and/or section be rated Developing or Ineffective it must be supported by evidence and commented upon.

- Relationship with the Board
- Community Relations
- Staff Relations
- Business and Finance
- Instructional Leadership

In addition to these five basic areas the Superintendent will also set goals.

Superintendent Evaluation Process and Timeline

July-September

- Board and Superintendent review evaluation process
- Board and Superintendent agree upon goals

January-March

- Superintendent conducts a self-assessment
- Superintendent and Board hold a meeting to review goals, self-assessment, and overall evaluation progress/status

April-June

- BOE members individually complete Superintendent Evaluation
- Superintendent and Board hold a meeting to reflect on the year, review goals, and overall evaluation
- Board President finalizes/compiles/writes the evaluation of Superintendent

A. Relationship with the Board

	Ineffective	Developing	Effective	Highly Effective	Rating
Information	Does not provide the information the board needs to perform its responsibilities.	Keeps only some members informed, making it difficult for the board to perform its responsibilities.	Keeps the board informed with appropriate information as needed so it may perform its responsibilities.	Keeps all board members informed with appropriate, regular communication so it may perform its responsibilities.	
Materials and background	Meeting materials aren't available. Members arrive at meetings without any prior information regarding agenda.	Meeting materials are incomplete, and don't include supporting information.	Materials are provided. Some supporting information is included.	Meeting materials are provided with supporting information in order to make informed decisions.	
Board questions	Board questions are rarely answered.	Board questions are answered, but not all members are apprised of relevant questions/answers.	Board questions are addressed with occasional follow-up to members.	Board questions are answered thoroughly with communication to all members to ensure understanding.	
Policy involvement	Makes decisions without regard to adopted policy.	Is minimally involved in the development, recommendation and administration of district policies.	Is actively involved in the development, recommendation and administration of district policies.	Is proactive in the determination of district needs and policy priorities.	
Board development	Doesn't promote board development.	When asked, provides members with information about board development.	Provides members with information regarding board development opportunities when they arise.	Actively and continuously encourages board development by seeking and communicating opportunities.	
				Category Rating	
Comments:					

B. Community Relations

	Ineffective	Developing	Effective	Highly Effective	Rating
District image	Is negative about the district.	Doesn't actively promote the district.	Projects a positive image of the district *as expected.*	Projects and promotes a positive image of the district.	
Communication with community	Isn't readily available.	Provides appropriate information only when asked.	Actively seeks two-way communication with the community as appropriate.	Actively seeks communication, as appropriate, and works to provide alternative means of contact with the community.	
Media relations	Communicates with the media only when requested.	Isn't proactive, but is cooperative with the media.	Promotes the district in the media.	Initiates and actively engages the media.	
Approachability	Is neither visible nor approachable by members of the community.	Is visible, at a distance.	Is visible and approachable by members of the community.	Is visible and approachable by members of the community. Attends a variety of events.	
				Category Rating	
Comments:					

C. Staff Relationships

	Ineffective	Developing	Effective	Highly Effective	Rating
Internal communications	Doesn't have a specific system to inform staff of important matters.	Is inconsistent in keeping staff informed of important matters.	Keeps staff informed of most important matters.	Establishes a system of keeping staff continually informed of important matters.	
Personnel matters	There is no system to handle personnel matters in a consistent manner. Some situations may be handled with bias.	A system has been established, but it is not applied consistently.	A system is used to address personnel matters with consistency, fairness, discretion and impartiality.	Establishes a system that is proactive with personnel matters. Personnel policies are routinely discussed and promoted.	
Delegation of duties	Doesn't delegate duties. Maintains personal control over all district operations.	Delegates duties to staff, but retains final decision-making authority.	Delegates responsibility to staff within their abilities and then provides support to ensure their success.	Delegates responsibility to staff that will foster professional growth, leadership and decision-making skills.	
Recruitment	There is no formal recruitment process and/or hires are considered in an arbitrary manner.	A formal recruitment process is in place, but is not used consistently.	Follows a formal recruitment process for each hiring opportunity.	Follows a formal recruitment process for each hiring opportunity. Actively recruits the best staff available and encourages their application to the district.	
Visibility	Seldom visits buildings.	Is present at building programs and special activities.	Visits buildings/classroom as time permits.	Regular visits to buildings and classrooms are a priority item.	
				Category Rating	
Comments:					

D. Business and Finance

	Ineffective	Developing	Effective	Highly Effective	Rating
Budget development and maintenance	Superintendent's budget knowledge is limited. The budget is developed and managed without taking into consideration current needs of the district.	Superintendent works to develop and manage the budget to meet the immediate fiscal issues. Decisions are primarily reactive to current needs of the district.	Budget actions are proactive and consider the most current information and data. A balance is sought to meet the needs of students and remain fiscally responsible to the community.	Budget actions are proactive and consider both current and long-range information and data. A balance is sought to meet the current and future needs of students and remain fiscally responsible to the community.	
Budget reports	Doesn't report financial information to the board except with the annual audit.	Reports the status of financial accounts as requested by the board.	Regularly reports to the board concerning the budget and financial status.	Constant flow of budgetary/ financial information provided with discussion of the ramifications of any changes.	
Facility management	A facilities management plan is not created. Maintenance is only performed when absolutely needed.	Facilities needs are discussed internally, but a plan is not created. Issues are addressed on an as-needed basis.	A facilities management plan is in place that includes the current status of the buildings and the need to improve any facilities in the future.	Facilities management plan in place, includes current status of buildings and the need to improve facilities in the future, with a projected plan to secure funding.	
Resource allocation	Resources are allocated without consideration of district needs.	Resources are allocated to meet immediate needs.	Resources are distributed based upon district goals and seek to meet immediate objectives.	Resources are distributed based upon district goals and seek to meet immediate and long-range objectives.	
				Category Rating	
Comments:					

E. Instructional Leadership

	Ineffective	Developing	Effective	Highly Effective	Rating
Professional knowledge	Is unaware of current instructional programs.	Is somewhat knowledgeable of current instructional programs. Relies on others for info./data.	Demonstrates knowledge of current instructional programs, and is able to discuss them.	Demonstrates knowledge and comfort with current instructional programs. Seeks to communicate with others how the district is implementing best practices.	
Self-improvement	Does not participate in professional development opportunities.	Passively participates in some professional development opportunities.	Seeks to learn and improve upon personal and professional abilities. Attends professional conferences when appropriate.	Eagerly seeks to learn and improve upon personal and professional abilities. Is able to apply this new learning for the benefit of the district. Participates actively in professional groups and organizations.	
Focus on students	Focus is on the management of the district and maintaining day-to-day operations. Student achievement isn't the priority.	Student achievement is a concern, but does not always guide decisions made within the district.	Student achievement is important and guides decisions made within the district.	Places student achievement as the top priority and consistently communicates this to others. Bases decisions on improving student achievement. This priority is reflected in the budget.	
Staff development	Staff development isn't provided. Staff members are responsible for their own improvement.	Staff development programs are offered based upon available opportunities.	Staff development programs are offered based upon available opportunities that are targeted toward increasing student achievement.	Staff development programs are targeted toward district-specific goals and are sustained to increase student achievement.	
Curriculum	Curriculum isn't a priority in the district.	Allows teachers to define their own curriculum. There is little or no coordination.	A curriculum is in place that seeks to meet the state standards.	There is an on-going review process to be sure the curriculum is aligned to the state standards and meets the needs of our students.	
				Category Rating	
Comments:					

The following specific goals have been developed and agreed upon:

Goal 1 - To facilitate a successful re-opening of our schools for in-person and/or Remote Learning during COVID-19. This goal will be all encompassing and will include many/all elements in each of the listed domains below:

A. Relationship with the Board (Information, Materials & Background, Board questions, Policy Development and Board development)
B. Community Relations (District Image, Communication with community, Media relations, Approachability)
C. Staff Relations (Internal communications, Personnel matters, Delegation of duties, Recruitment, Visibility)
D. Business and Finance (Budget development & finance, Budget reports, Facility management, Resource allocation)
E. Instructional Leadership (Professional knowledge, Self-improvement, Focus on students, Staff development, Curriculum)

	Ineffective	Developing	Effective	Highly Effective	Rating
	Shows no progress toward meeting the goal	Shows progress but did not meet the goal	Meets the established goal	Exceeds the established goal	

Goal 2 - To facilitate the successful completion of our capital project and prepare for a successful transition to a single campus. This goal will be all encompassing and will include many/all elements in each of the listed domains below:

A. Relationship with the Board (Information, Materials & Background, Board questions, Policy Development and Board development)
B. Community Relations (District Image, Communication with community, Media relations, Approachability)
C. Staff Relations (Internal communications, Personnel matters, Delegation of duties, Recruitment, Visibility)
D. Business and Finance (Budget development & finance, Budget reports, Facility management, Resource allocation)
E. Instructional Leadership (Professional knowledge, Self-improvement, Focus on students, Staff development, Curriculum)

	Ineffective	Developing	Effective	Highly Effective	Rating
	Shows no progress toward meeting the goal	Shows progress but did not meet the goal	Meets the established goal	Exceeds the established goal	

Determining the Overall Evaluation Rating

Superintendent's name:	Douglas Premo	School year:	2019-20

RATINGS ON INDIVIDUAL DOMAINS:

A. Relationship with Board	Ineffective	Developing	Effective	Highly Effective
B. Community Relations	Ineffective	Developing	Effective	Highly Effective
C. Staff Relationships	Ineffective	Developing	Effective	Highly Effective
D. Business & Finance	Ineffective	Developing	Effective	Highly Effective
E. Instructional Leadership	Ineffective	Developing	Effective	Highly Effective

OVERALL RATING:	Ineffective	Developing	Effective	Highly Effective

Comments by Board of Education:

Comments by the Superintendent:

Superintendent's Signature: _____ Date: _____

Board President's Signature: _____ Date: _____

(The administrator's signature indicates that he or she has seen and discussed the evaluation; it does not necessarily denote agreement with the evaluation.)

South Lewis Central School District

Mr. Douglas E. Premo, Superintendent

Port Leyden Elementary

P.O. Box 68, Port Leyden, NY 13433
315/348-2660

Christopher Villiere, Principal and Director of Health, Physical Education, and Athletics

RECEIVED
AUG - 5 2020

To: Board of Education
From: Christopher Villiere, Port Leyden Elementary Principal and Director of Health, Physical Education, and Athletics
Date: August 4, 2020
RE: Mats, Archery Targets, and Football Blocking Bags

Dear Mr. Premo and the Board of Education:

We respectfully request to dispose of 3 old blue mats, 2 old archery targets, and 8 old blocking bags. All of which are beyond repair or unsafe to continue using.

Thank you for your consideration,

Christopher Villiere, Principal

ADDENDUM TO AGREEMENT BY AND BETWEEN THE COUNTY OF LEWIS, ON BEHALF OF THE LEWIS COUNTY SHERIFF'S DEPARTMENT AND BOARD OF EDUCATION OF SOUTH LEWIS CENTRAL SCHOOL DISTRICT

THIS IS AN ADDENDUM TO THE AGREEMENT, dated March 31, 2017, by and between the **COUNTY OF LEWIS,** (hereinafter "County"), on behalf of the Lewis County Sheriff's Department, with principal office located at 7660 North State Street, Lowville, New York 13367 and **BOARD OF EDUCATION OF SOUTH LEWIS CENTRAL SCHOOL DISTRICT,** (hereinafter "South Lewis") with principal address at 4264 East Road, Turin, New York 13473.

WHEREAS, the County and South Lewis previously entered into an Agreement dated March 31, 2017 to provide South Lewis with a School Resource Officer ("SRO") during the school term in consideration of South Lewis reimbursing the County the sum of $58,673 toward the costs and expenses of a Deputy Sheriff designated to provide SRO services to South Lewis. This was for the term commencing September 1, 2017 through June 30, 2018 and renewable thereafter as may be agreed between the parties in a successor written agreement approved by the governing Boards of each party; and

WHEREAS, the County and South Lewis entered into an extension agreements dated November 27, 2018 to cover the school term with a School Resource Officer for the period of September 1, 2018 through June 30, 2019 and September 3, 2019 through June 30, 2020 ; and

NOW, THEREFORE, in consideration of the promises and covenants herein contained, the Agreement dated March 31, 2017 between the County of Lewis, on behalf of the Lewis County Sheriff's Department and the Board of Education of South Lewis Central School District is hereby extended for the 2020/202 school term to cover the period of September 8, 2020 through June 30, 2021 upon the following additional terms:

1. The County shall provide a Deputy Sheriff assigned to South Lewis as an SRO for the aforementioned time period in consideration of South Lewis paying the sum of $58,673 to the County. In addition, if South Lewis assigns the SRO to events or times during said term wherein he will be entitled to receive any overtime compensation, South Lewis will be obligated for said overtime costs incurred by the County, and shall reimburse the County for said expenses within forty-five (45) days of receipt of invoice for the incurred overtime expense.

2. Except as specifically amended herein, all other terms and conditions of the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereunto have signed this Addendum to the Agreement and have affixed their signature on the day and year appearing opposite thereto.

Date: _____ By: _____
Lawrence L. Dolhof, Chairman
Lewis County Board of Legislators

Date: _____ By: _____
Andrew Liendecker, President
Board of Education
South Lewis Central School District

Date: _____ By: _____
Douglas Premo,
Superintendent of Schools

Date: _____ By: _____
Michael A. Carpinelli,
Lewis County Sheriff

Madison-Oneida
Board of Cooperative Educational Services

Lead· Partner· Innovate· Excel

August 7, 2020

Douglas Premo, Superintendent
South Lewis Central School District
4264 County Road 43
Turin, NY 13473

Dear Mr. Premo:

Per your request, below is the estimate for CoSer 602 Administrative Computer Services you are exploring with the RIC (does not include related annual RIC services):

1st Year Payment	2020-21	$50,797
2nd Year Payment	2021-22	$50,797
3rd Year Payment	2022-23	$50,797
4th Year Payment	2023-24	$50,797

If you wish to proceed, please have your board pass the motion enclosed and return it.

Please call if you have a question or need further help. The RIC looks forward to helping you achieve your district's technology plan.

Sincerely,

Lisa Decker

Lisa Decker
Deputy Superintendent

Enc.

CC: Barry Yette
Heather Mahoney
Amanda Palmer
Andrea Kinney
Martha Tornabene
Giovana Annatone

RESOLUTION OF THE BOARD OF EDUCATION FOR THE SOUTH LEWIS CENTRAL SCHOOL DISTRICT

WHEREAS, the Board of Education of the South Lewis Central School District desires to enter into a 4 year contract with the Madison-Oneida BOCES in order for the Regional Information Center to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being: CoSer 602 Administrative Computer Services.

NOW, THEREFORE, it is

RESOLVED, that the Board of Education of the South Lewis Central School District agrees to enter into a contract with the Madison-Oneida BOCES for the provision of said services to the District not to exceed $166,972.85 plus related borrowing fees, plus yearly Regional Information Center support during the term of this contract, finalized by the Superintendent, subject to the approval of the Commissioner of Education, for a period of 4 year(s); 2020-21, 2021-22, 2022-23, 2023-24.