

Board of Education

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J. Vance Lee Superintendent
Capitan Municipal Schools
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CAPITAN MUNICIPAL SCHOOLS BOARD OF EDUCATION

AGENDA ITEM EXECUTIVE SUMMARY

1. Board Meeting Date: December 16, 2024
2. Item Title: VIII. Executive Session - Superintendent Mid-Year Evaluation
3. Name of Presenter: V. Lee, Superintendent
4. This item is for: Action Consent Agenda Discussion Report/Information
5. Proposed Motion (Action Items Only): N/A, as presented.
6. Executive Summary: Executive Session - Limited Personnel Matters as permitted under § 10-15-1(H)(2), specifically to discuss the Evaluation of the Superintendent.

During executive session no decisions will be made and no action will be taken.

C-0631 CBI-EA

EXHIBIT EXHIBIT

EVALUATION OF SUPERINTENDENT

SUMMATIVE ASSESSMENT BY THE BOARD OF
THE PERFORMANCE OF THE SUPERINTENDENT

This form is the Exhibit referenced in the Capitan Municipal Schools Superintendent Evaluation Policy C-0600/CBI.

1. Board Relations: The Superintendent provides leadership to accomplish the Board's goals and actively communicates progress on those goals to all members of the Board. The Superintendent works effectively with the Board to formulate District policy, defining mutual expectations of performance with the Board and demonstrates good school governance to the Board. The Superintendent works effectively with the Board to administer all policies established by the Board.

	Very Good	Good	Fair	Poor	No Opportunity to Observe
a. Effectively communicates with all members of the Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Anticipates events with may require Board awareness and attention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Effectively works with the Board at all Board meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Recommends appropriate policy issues to the Board for their consideration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Effectively shares governance of the District with the Board following the partition of responsibilities described by state law and District policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Effectively and appropriately responds to Board input and requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2. Instructional Leadership: The Superintendent promotes the success of all students by facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by all members of the school community. The Superintendent supports the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.

	Very Good	Good	Fair	Poor	No Opportunity to Observe
a. Sets priorities in the context of improving student achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Articulates and promotes high expectations for teaching and student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Develops, communicates, and implements a collective vision of comprehensive school improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Formulates procedures for gathering, analyzing and using District data for decision-making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Encourages various staffing patterns, student grouping plans, class scheduling plans, school organizational structures and facilities design processes to support various teaching strategies and desired student outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Collaboratively develops, implements and monitors change process to improve student and adult learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Effectively champions the District's overarching goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

3. Staff Relations: The Superintendent works effectively with staff to develop a strong District team. The Superintendent is visible and accessible to staff and communicates effectively with them. The Superintendent demonstrates respect for all levels of staff within the District and works to support the development of all members of the District team. The Superintendent delegates and holds administrators accountable for decisions, progress of students, or lack thereof with appropriate consequences in accord with applicable legal/procedural due process standards.

	Very Good	Good	Fair	Poor	No Opportunity to Observe
a. Knows and interacts with staff members who serve the District in a variety of roles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Visits staff work spaces while staff are engaged in work on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Meets with staff regularly formally and informally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Values and solicits staff input prior to making decisions affecting staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Supports professional development for all staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Fosters pride in our District and high morale among faculty and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4. **Community Relations:** The Superintendent is an educational leader who promotes the success of all students by collaborating with staff, students, families and community members to respond to diverse community interests and needs. The Superintendent promotes the success of all students by understanding, responding to and influencing the larger political, social, economic, legal and cultural context.

	Very Good	Good	Fair	Poor	No Opportunity to Observe
a. Provides leadership for improving parent/student/community involvement in the schools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Establishes effective school/community relations, school/business partnerships and public service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Formulates and implements plans for external communication, including communication of the District's priorities to the community and media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Provides community service and leadership for developing a positive rapport between the school and the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Demonstrates respect for diversity within the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

5. **Organizational Management:** The Superintendent gathers and analyzes data for decision making and for making recommendations to the Board on the operations of the District. The Superintendent ensures efficient and effective use of District financial resources. The Superintendent demonstrates the skills necessary to meet internal and external customer expectations and to effectively allocate resources to maintain a clean, safe and healthy working environment for staff and students.

		Very Good	Good	Fair	Poor	No Opportunity to Observe
a.	Demonstrates budget management including financial forecasting, planning, cash flow management, account auditing and monitoring, purchasing and budget development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Develops and monitors long-range plans for school and District technology and information systems making informed decisions about computer hardware and software and staff development and training needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs, including mill-levy and bond issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Establishes procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Effectively manages subordinates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

6. Values and Ethics: The Superintendent is an educational leader who promotes the success of all students by acting consistently with integrity and fairness. The Superintendent understands and models an appropriate value system, ethical behavior and moral leadership. The Superintendent exhibits multi-cultural and ethnic understanding and coordinates with social agencies and human services to help all students grow and develop as caring, informed citizens.

		Very Good	Good	Fair	Poor	No Opportunity to Observe
a.	Models a high standard of moral and ethical behavior in all interactions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Demonstrates integrity in all actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Manifests a professional Code of Ethics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Explores and develops ways to find common ground in dealing with difficult and divisive issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Promotes the value that moral and ethical practices are established and practiced in every classroom ant throughout the District.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

7. Superintendent's Goals.

		Very Good	Good	Fair	Poor	No Opportunity to Observe
a.	<Insert Goal #1>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	<Insert Goal #2>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

8. Are there any other comments you wish to offer which will help improve the Superintendent's performance?

9. Evaluator Name: _____