

Quanah ISD Superintendent's Evaluation Calendar

January - February: Goal review and update for the next school year.

March - December: Superintendent provides regular updates on progress (informal formative assessment)

December – January: Formative assessment

January: Summative Evaluation--Board meets for formal evaluation with clean copies of summary sheets and addresses superintendent's contract.

**Quannah Independent School District
BOARD/SUPERINTENDENT GOAL SETTING
AND EVALUATION PROCESS**

INDIVIDUAL BOARD MEMBERS:

Formative Assessment

1. Review the current goals.
2. Study and understand the individual board member scoring sheet.
3. Receive a copy of Superintendent's self-evaluation.
4. Receive a copy of the Commissioner's Recommended Performance Domains.
5. Score the individual sheet based on your knowledge and the superintendent's self-evaluation and bring the completed sheet to the June board meeting.

Summative Assessment

6. Listen to Superintendent's presentation in executive session and discuss.
7. After Superintendent is excused from executive session, discuss the goals set for him and his performance under those goals.
8. Complete a new individual sheet to be given to the Board President.
9. Board President will compile the results for the final form to be provided to the Superintendent upon returning to executive session. (Tally or True average)
10. Discussion of performance evaluation in executive session with the Superintendent.
11. Board President and Superintendent sign the document to be filed in his/her permanent folder and a copy for his records.

**Quanah ISD
BOARD/SUPERINTENDENT GOALS**

Goal 1 - Curriculum and Instruction

By 2023, 100% of Quanah ISD students will be on or above grade level in all core content areas.

Strategy 1 - Develop a district-wide system that involves all students in a guaranteed and viable curriculum.

Strategy 2 - Develop a district-wide system of data analysis to differentiate instruction for all students.

Superintendent Targets –

1. _____
2. _____
3. _____

GOAL 2 - Teacher and Staff Quality

By 2023, 100% of Quanah I.S.D. teachers will be effective at improving student performance.

Strategy 1 – Develop district-wide systems that recruit and retain effective teachers and staff

Strategy 2 - Develop a district-wide system that provides meaningful and on-going professional development support to allow teachers and staff to grow and meet district goals.

Superintendent Targets –

1. _____
2. _____
3. _____

GOAL 3: Family Engagement

By 2023, 100% of Quanah I.S.D. families will be active participants in their children's education.

Strategy 1 - Develop a two-way district-wide communication system that engages all families as active participants in their children's education.

Strategy 2 - Develop a district-wide culture that welcomes and values all families.

Superintendent Targets –

- 1. _____
- 2. _____
- 3. _____

GOAL 4: Safety and Security

By 2023, 100% of stakeholders will feel physically and social-emotionally safe and secure in the school environment.

Strategy 1 - Develop a district-wide system that involves all administrators/staff in the creation, ongoing review, and modification of a physical safety and security plan

Strategy 2 - Develop a proactive district-wide system to address and foster the social-emotional safety and security of all students and staff

Superintendent Targets –

- 1. _____
- 2. _____
- 3. _____

GOAL 5: Finance

By 2023, Quanah I.S.D. will have developed a sustainable financial model, which provides the resources necessary to realize the district vision.

Strategy 1 - Optimize allocation and spending of resources.

Strategy 2 - Maximize current state funding, alternate sources of revenue, and bond proceeds.

Superintendent Targets (2018-2019) –

- 1. _____
- 2. _____
- 3. _____

Goal X: Non-goal Specific

Superintendent Targets for (2018-2019) –

- 1. _____
- 2. _____
- 3. _____

**Quanah ISD
INDIVIDUAL BOARD MEMBER SCORING SHEET
SUPERINTENDENT'S EVALUATION**

Superintendent: _____ Date: _____

Directions: This sheet is to be scored by individual board members and used as a reference in the final evaluation process. Board members should refer to the District/Superintendent Goals and Superintendent Self-Evaluation when filling out this evaluation. Members should bring this sheet with them to the summary evaluation, along with any pertinent notes, questions, or comments.

Each goal should be scored according to the rating scale:

- 5 – Exceeds/Exceptional **Optional – Proficient**
- 4 – Proficient **Needs Improvement**
- 3 – Needs Improvement **Unsatisfactory**
- 2 – Needs Strong Improvement
- 1 – Unsatisfactory

Board members are asked to note a suggestion for improvement for any score of 4 or less.

GOAL 1: Curriculum and Instruction

Notes/Questions:

RATING: _____

Suggestion for improvement:

GOAL 2: Teacher and Staff Quality

Notes/Questions:

RATING: _____

Suggestion for improvement:

GOAL 3: Family Engagement

Notes/Questions:

RATING: _____

Suggestion for improvement:

GOAL 4: Safety and Security

Notes/Questions:

RATING: _____

Suggestion for improvement:

GOAL 5: Finance

Notes/Questions:

RATING: _____

Suggestion for improvement:

GOAL X: Non-Goal Specific Superintendent Targets

Notes/Questions:

RATING: _____

Suggestion for improvement:

**SUPERINTENDENT SUMMARY REPORT
ISD**

Superintendent: _____ **Date of Review:** _____

Evaluation Period: _____

The Board President will:

1. Record the ratings (1, 2, 3, 4, 5) from the individual board member's forms.
2. Record the score the majority of board members selected.
3. Sign and date the appraisal and secure the signature/date of the superintendent.

<u>Goal Rating</u>	<u>Individual Board Member Rating</u>	<u>Summary</u>				
1:	_____	1	2	3	4	5
2:	_____	1	2	3	4	5
3:	_____	1	2	3	4	5
4:	_____	1	2	3	4	5
5:	_____	1	2	3	4	5
X:	_____	1	2	3	4	5
_____ Board President		_____ Date				
_____ Superintendent		_____ Date				

Signature by the superintendent does not necessarily signify concurrence. It indicates the evaluation was reviewed with the superintendent by the Board President.

Quanah ISD

Definition of Superintendent's Evaluation Rating Scale

5-Exceeds/Exceptional—Clearly outstanding performance and results on this goal. Spend no more time than is necessary on maintaining this level of performance.

4-Proficient—Good job on this goal. We feel it is well attained and only needs minor improvement in the area(s) stated on the evaluation to be considered Exceptional.

3-Needs Improvement—We see clear evidence that effort has been expended and progress has been made toward achieving this goal, although it is not yet where we wish it to be. For specifics, see the suggestions for improvement on the evaluation.

2-Needs Strong Improvement—Although it is evident that some effort has been expended on this goal, there is no apparent progress and much more time, effort, and strategy must be given to this goal immediately. For specifics, see the suggestions for improvement on the evaluation.

1-Unsatisfactory—We see no evidence of effort or progress made toward improvement on this goal. For specifics, see the suggestions for improvement on the evaluation.

Example targets –

Goal 1 – Curriculum and Instruction

- 1.
- 2.

Goal 2 – Teacher and Staff Quality

1. *District-wide plan for professional development integrated with T-TESS and T-PESS*
2. *Develop and implement process for employee exit interviews/surveys with results shared with the Board in an annual report*

Goal 3 – Family Engagement

- 1.
- 2.

Goal 4 – Safety and Security

1. *Development of district-wide security plan*
2. *Training for all employees on district security plan*

Goal 5 – Finance

1. *Superintendent recommendation for a balanced operation budget for 2019-2020 school year.*
- 2.

Goal X – Non-goal Specific

1. *Engagement with business community through organizational membership/participation*
2. *Effective board communication through regular scheduled meetings with individual board members and ongoing formal and informal communications*