



BOARD OF SCHOOL TRUSTEES

KELLER INDEPENDENT SCHOOL DISTRICT

3F. **Action** **Date: August 28, 2006**

SUBJECT: **ADMINISTRATIVE APPRAISAL SYSTEM**

BOARD GOAL: **The Keller ISD shall attract, recruit and retain only the best personnel.
The Keller ISD shall continually strive for academic excellence.**

FISCAL NOTE: **No Financial Impact**

Background Information:

- The District is required to appraise all administrators annually.
- The District may utilize the Commissioner's recommended appraisal process or develop a local instrument as approved by the Board.
- Keller ISD utilizes a locally developed instrument that contains the Commissioner's-Recommended Student Performance Domain as one part of a six part process.
- The Administration has developed a Mid-Year Administrator Appraisal and Contract Recommendation process and document.

Administrative Considerations:

- As part of an ongoing review of District processes and procedures, the administration has completed a review and revision of the KISD Administrative Appraisal System.
- The most significant change to the system is the addition of a formalized Mid-Year Administrator Appraisal and Contract Recommendation process. As part of the process, the supervisor and the administrator will meet to discuss and review the administrator's progress towards the ten identified domains (Instructional Management, School/Organizational Morale, School/Organizational Improvement, Personnel Management/ Management of Administrative, Fiscal, and Facilities Functions, Student Management, School or Community Relations, Professional Growth and Development, Academic Excellence Indicators and Campus Performance Objectives, and Progress on Administrator-Identifies Goals). The administrator and supervisor will identify any areas for improvement. The supervisor will provide the administrator with the contract recommendation. Both parties will retain a copy of the completed contract recommendation.

- This process will take place in January before contract recommendations are forwarded to Human Resources or to the Board for approval.
- The KISD Administrative Appraisal System has been revised to be a consistent companion piece to the Mid-Year Administrator Appraisal and Contract Recommendation document.

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The administration recommends that the Board of Trustees approve the KISD Administrative Appraisal System.

Respectfully submitted,

Keith McBurnett
Executive Director of Elementary Administration