

# PROCESS FOR SUMMATIVE SUPERINTENDENT EVALUATION

## Summative Evaluation

1. The Superintendent Evaluation forms are distributed to each Board member.  
When: December 18, 2017
2. The Superintendent shall provide documentation for the evaluation and distribute the documentation at or before the date the **Individual Board Member Response Form** is distributed to each board member.  
When: December 18, 2017
3. Board members will complete part 1 and 2 of the **Individual Board Member Response Form** and return to the Board President (via administration office) by one week prior to the Board meeting when the evaluation is to be conducted.  
When: Due to Board President by: January 15, 2018
4. Board President and one other officer will collate the individual Board members' responses onto the **Superintendent Evaluation Compilation Form** prior to the Board Meeting at which the Superintendent Evaluation is to be conducted.  
When: January 17, 2018
5. In an Executive Session, the Board President will share the Compilation form results with the Board. Each item on the Compilation form will have a Board consensus score. The Board President will present and facilitate Board discussion regarding the Superintendent evaluation.  
When: January 22, 2018
6. In Executive Session, the Board President will also facilitate Board discussion regarding the Superintendent's contract and salary recommendations.  
When: January 22, 2018
7. In Executive Session and before the Board, the Board President will present the final results of the **Superintendent Evaluation Board Consensus Form** including contract and salary recommendations from the body corporate Board with the Superintendent. Action will be taken only during Open Session.  
When: January 22, 2018
8. A copy of the Superintendent Evaluation will be maintained by the Superintendent and Board President.

## Rating Scale Rubric

The following ratings will be used on the Superintendent's Evaluation Form:

**3 points = Exceptional:**

An **Exceptional** rating indicates the level of performance is beyond expectations.

**2 points = Proficient:**

A **Proficient** level of performance indicates the level of performance is within the bounds of expectations.

**1 point = Needs Improvement:**

A **Needs Improvement** rating indicates the level of performance to be below expectations.

# Individual Board Member Response Form

## Superintendent Summative Evaluation

Superintendent: Dr. Derek Citty

Date of Review: January 22, 2018

Board Member: \_\_\_\_\_

Performance Period: 2017

The instrument consists of three parts:

**Part 1**-an assessment of strategic district goal or priority (BJCD LOCAL)

**Part 2**- a review of general job performance responsibilities (BJA LOCAL)

**Part 3**, the student performance domain. (BJCD LEGAL)

### Rating Scale:

<b>3</b>	Exceptional	Progress exceeds expectations
<b>2</b>	Proficient	Progress meets expectations
<b>1</b>	Needs Improvement	Progress is insufficient

### Directions:

1. Rate the progress toward each goal using the above numeric scale.
2. Use documentation provided by your Superintendent to formulate your rating.
3. Use the "Comments" section to support your rating. (Optional)

Board Member Name: \_\_\_\_\_

## Part 1.

### District Goal or Priority (Aligned to Strategic Plan)

1. **LEARNING** - *The District will provide an aligned, rigorous curriculum, with instructional and technology programs preparing students to meet or exceed all educational standards.*

**Superintendent Priority Performance Goal:**

The District will implement progress monitoring data meetings to close achievement gaps in low performing students groups identified in the Texas Academic Performance Report (TAPR) in the areas of Economically Disadvantaged, English Language Learners and Special Education.

**Measurable Specifics:**

Texas Academic Performance Report (TAPR) data.

Campus specific data pointing to targeted student groups.

Interim and summary data reports using data from principal data meetings with central administrative staff.

**Progress Rating:** \_\_\_\_\_

**Comments:**



2. **SAFETY** - *The District will maintain a safe and orderly environment*

**Superintendent Priority Performance Goal:**

The District shall complete all necessary requirements of the Texas School Safety Center to receive certification under the School Safety Certification Program.

**Measurable Specifics:**

Certification from the School Safety Center indicating the District has earned this designation.

**Progress Rating:** \_\_\_\_\_

**Comments:**



3. **PARENTS AND COMMUNITY** - *Parents and members of the community will have meaningful opportunities to participate in the educational processes of the Aledo ISD.*

**Superintendent Priority Performance Goal:**

The District will add the position of Director of Communications, undertake a complete overhaul of the AISD webpage, and begin implementation of the District Communication Plan.

**Measurable Specifics:**

Post and fill position in the Winter/Spring of 2017.

Newly reconstructed webpage.

Feedback from parents on annual client satisfaction survey.

**Progress Rating:** \_\_\_\_\_

**Comments:**

- 
4. **HUMAN RESOURCES** - *The District shall recruit, hire, train, and retain a highly qualified staff.*

**Superintendent Priority Performance Goal:**

During the spring and summer of 2017, the HR department will efficiently and effectively reassign and hire additional personnel as necessary to staff each campus based on the newly adopted district elementary attendance zones and the opening of Elementary #5.

Includes the following:

1. Hire Elementary #5 principal
2. Reassign 5<sup>th</sup> grade teachers to the five elementary campuses and reallocate non-teaching McAnally staff members (due to major enrollment decrease)
3. Reassign current elementary teachers as necessary based on new attendance zones and demographer projections
4. Hire any additional teaching positions as board-approved in late spring

**Measurable Specifics:**

Check for completion of 1-4 above.

**Progress Rating:** \_\_\_\_\_

**Comments:**

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5. **FINANCIAL/FACILITIES** - *The District shall exhibit excellence in financial and facility planning, management, and stewardship.*

**Superintendent Priority Performance Goal:**

The District shall undergo a process in which the ten-year growth plan is reviewed for currency and the community is surveyed to assess public opinions related to growth with an eye toward a possible bond election in November 2017.

**Measurable Specifics:**

Board agendas/ minutes and survey results.

**Progress Rating:** \_\_\_\_\_

**Comments:**

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6. **CONTINUOUS IMPROVEMENT** – *The District shall establish systems and processes to evaluate organizational effectiveness and customer satisfaction.*

**Superintendent Priority Performance Goal:**

The District will add items to campus and parent surveys assessing satisfaction with central administrative departments and functions, including auxiliary services.

**Measurable Specifics:**

Survey results presented to Trustees.

**Progress Rating:** \_\_\_\_\_

**Comments:**

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Board Member Name: \_\_\_\_\_

**Part 2.**

## **General Job Performance**

**Education Leadership**

**District Management**

**Board and Community Relations**

### **Educational Leadership:**

*The superintendent provides leadership and direction for the development of an educational system that is based on the needs of students, on standards of excellence and equity, and on community goals.*

#### **Instructional Management**

1. Establishes a strategic plan that incorporates a mission for the district and provides data to demonstrate progress toward accomplishment of the goals and strategies each year.

**Comments:**

2. Oversees a systematic use of data to drive decision-making in AISD and ensures that all yearly reports on major district systems include the data considered, what the data revealed, and implications resulting from the data analysis.

**Comments:**

3. Provides an in-depth examination of student academic progress yearly to ensure campus and district-wide improvement.

**Comments:**

\_\_\_\_ Overall Instructional Management Progress Rating

## **Student Services Management**

1. Provides for a discipline management program that results in safe, orderly, culturally sensitive campuses reflected through annual campus and district discipline reports.

**Comments:**

2. Ensures a system is in place to monitor student attendance resulting in at least 95% attendance rate for the district.

**Comments:**

3. Directs and supports an inclusive, broad based program for extracurricular activities for all secondary students and provides and encourages student recognition activities, which will be reviewed each year.

**Comments:**

\_\_\_\_**Student Services Management Progress Rating**

## **Staff Development and Professional Growth**

1. Ensures that staff development aligns with Strategic Plan and Board Goals, includes all staff members, and contains an evaluation component, which will be reviewed by the Board as the Professional Development Major System Review yearly.

**Comments:**

2. Oversees a performance appraisal process for staff, which reinforces standards of excellence and assesses deficiencies.

**Comments:**

3. Remains current in areas of educational leadership through study, staff development, conferences, and educational networks.

**Comments:**

\_\_\_\_**Staff Development and Professional Growth Progress Rating**



# District Management:

*The superintendent demonstrates effective planning and management of district administration, finances, operations, and personnel.*

## Administration Management

1. Ensures that appropriate planning occurs throughout the organization, ensures consistency with board policy and applicable law and shares these with the Board as appropriate throughout the year.

**Comments:**

2. Oversees procedures to ensure effective, timely compliance with all legal obligations, reporting requirements, and policies.

**Comments:**

\_\_\_\_ Administration Management Progress Rating

## Fiscal, Facilities, and Operations Management

1. Oversees a budget development process based on district priorities and available resources and implements budget to ensure appropriate expenditures of budgeted funds and monthly budget reports.

**Comment:**

2. Ensures that district investment strategies, risk management activities, and purchasing practices are sound, cost-effective, and consistent with district policy and law and provides appropriate reviews of these areas.

**Comments:**

3. Implements and oversees a planning process that results in goals, targets, or priorities for all major areas of district operations, including facilities maintenance,

transportation, and food service and provides yearly reports to the Board on the effectiveness of these operations.

**Comments:**

## \_\_\_\_ Fiscal, Facilities, and Operations Management Progress Rating

### **Personnel Management**

1. Ensures that the recruitment, selection, and retention process results in personnel recommendations based on defined needs, goals, and priorities and provides a yearly update on this area.

**Comments:**

2. Administers a compensation and benefits plan for all employees based on clearly defined goals and priorities and provides a recommendation yearly to the Board on the plan.

**Comments:**

3. Encourages, oversees, and participates in staff recognition activities and provides yearly updates about these recognitions

**Comments:**

## \_\_\_\_ Personnel Management Progress Rating

## **Board and Community Relations:**

The superintendent maintains positive and productive working relationships with the Board of Trustees and the community.

### **Board Relations**

1. Keeps the Board informed of significant issues as they arise and maintains confidentiality when needed.

**Comments:**

2. Responds in a timely and complete manner to Board requests for information that are consistent with Board Policy and established procedures.

**Comments:**

3. Interprets and supports board policy and decisions to staff and community.

**Comments:**

4. Maintains a positive and professional relationship with the board.

**Comments:**

\_\_\_\_ **Board Relations Progress Rating**

## **Community Relations**

1. Directs a proactive program of internal and external communication at all levels designed to improve staff and community understanding and support of the district and provides a timely review of these efforts to the Board.

**Comments:**

2. Encourages positive community and business involvement with the schools and works with other governmental entities to provide for the needs of the students and reflects these linkages in periodic Board reports.

**Comments:**

\_\_\_\_ **Community Relations Progress Rating**

## **Part 3:**

### **Student Performance Domain**

Board review of this document is required and is provided in documentation.

# Superintendent Evaluation Compilation Form

## Part 1 & 2: Summative Appraisal Report

Superintendent: Derek Citty

Date of Review: January 22, 2018

Rating Scale:	<b>3</b>	Exceptional
	<b>2</b>	Proficient
	<b>1</b>	Needs Improvement

Directions for Board President:

1. Record the ratings submitted by each Board member.
2. Record the board’s overall rating for each performance goal and job-performance area. The “Board Rating” will be the total score from each of the individual Board member’s completed form and divided by the number of Board members participating to arrive at a “Board Rating.”
3. Attach a copy of the completed Student Performance Domain document.
4. Include a summary comment if desired.

### Superintendent Evaluation Compilation Part 1: District Goal or Priority Summary

<b>Goal - Learning</b>	Board Member Ratings — — — — — — — —	Board Rating _____
<b>Goal – Safety</b>	Board Member Ratings — — — — — — — —	Board Rating _____
<b>Goal –Parents/Community</b>	Board Member Ratings — — — — — — — —	Board Rating _____
<b>Goal –Human Resources</b>	Board Member Ratings — — — — — — — —	Board Rating _____
<b>Goal – Financial Facilities</b>	Board Member Ratings — — — — — — — —	Board Rating _____
<b>Goal - Continuous Improve</b>	Board Member Ratings — — — — — — — —	Board Rating _____

## Superintendent Evaluation Compilation

### Part 2: General Job Performance Summary

<b>1. Educational Leadership</b>	Board Member Ratings	Board Rating
A. Instructional Management	— — — — — — — —	—
B. Student services Management	— — — — — — — —	—
C. Staff Development and Professional Growth	— — — — — — — —	—
<b>2. District Management</b>	Board Member Ratings	Board Rating
A. Administration Management	— — — — — — — —	—
B. Fiscal/Facilities Management	— — — — — — — —	—
C. Personnel Management	— — — — — — — —	—
<b>3. Board/ Community Relations</b>	Board Member Ratings	Board Rating
A. Board Relations	— — — — — — — —	—
B. Community Relations	— — — — — — — —	—

# Superintendent Evaluation Board Consensus Form

## Summative Appraisal Report

### Year 2017

Superintendent: Derek Citty

Date of Review: January 22, 2018

Rating Scale:	<b>3</b>	Exceptional
	<b>2</b>	Proficient
	<b>1</b>	Needs Improvement

#### Board President Directions:

1. After compiling all Board member Ratings, divide the sum total by the number of Board members participating. This number will represent the "Board Rating." Bring this rating sheet to the Board meeting where the Superintendent Evaluation is to occur.
2. Remind the Board that this evaluation is based on Board member consensus.
3. Share and discuss each Board Rating with the members of the Board during Executive Session. Following Board discussion, confirm consensus on each Board Rating item or alter the rating by majority rule. Upon consensus agreement, record the final Board Rating.
4. Attach a copy of the completed Superintendent's Student Performance Domain.
5. Include summary comments, if desired.

## **Part 1: District Goal or Priority**

Strategic Goal - **Learning**

Board Rating\_\_\_\_\_

**Comments:**

Strategic Goal - **Safety**

Board Rating\_\_\_\_\_

**Comments:**

Strategic Goal - **Parents/Community**

Board Rating\_\_\_\_\_

**Comments:**

Strategic Goal - **Human Resources**

Board Rating\_\_\_\_\_

**Comments:**

Strategic Goal - **Financial/Facilities**

Board Rating\_\_\_\_\_

**Comments:**

Strategic Goal - **Continuous Improvement** Board Rating\_\_\_\_\_

**Comments:**



## **Part 2: General Job Performance**

### **1. Educational Leadership**

- A. Instructional Management
- B. Student services Management
- C. Staff Development and Professional Growth

**Board Rating**

\_\_\_\_  
\_\_\_\_  
\_\_\_\_

**Comments:**

### **2. District Management**

- A. Administration Management
- B. Fiscal, Facilities, and Operations Management
- C. Personnel Management

**Board Rating**

\_\_\_\_  
\_\_\_\_  
\_\_\_\_

**Comments:**

### **3. Board and Community Relations**

- A. Board Relations

**Board Rating**

\_\_\_\_

**Comments:**

- B. Community Relations

\_\_\_\_

**Comments:**

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## **Part 3: Superintendent Student Performance Domain (attached)**

**Comments:**

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date