



SOUTHEAST ISLAND SCHOOL DISTRICT BOARD OF EDUCATION

Work Session
Tuesday, February 24, 2026

VISION STATEMENT

Students are equipped to realize their dreams and aspirations.

MISSION STATEMENT

Together we will foster student skills to achieve their goals and thrive in an ever-changing world.

AGENDA

MEETING: 11:00 AM

LOCATION: Howard Valentine Coffman Cove School and via Zoom
618 Howard Valentine Drive
Coffman Cove, Alaska 99918

VIRTUAL URL:

<https://us02web.zoom.us/j/89452224722?pwd=rnvTmPYhDiQ9vTIYGTICpFAIWcnzvb.1>

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|---|----|
| 1. Board Self-evaluation Tool Review & Discussion | 2 |
| 2. Superintendent Evaluation Tool Review & Discussion | 19 |

School Board Evaluation Tool (with Community Input)

Purpose: To help the board reflect on its performance while gathering structured input from the community.

Rating Scale: 1 = Needs Improvement | 2 = Developing | 3 = Effective | 4 = Highly Effective | N/A = Not Observed

A. Governance & Leadership

- The board sets clear goals and policies aligned with student success.
- The board respects and incorporates cultural and community values in decision-making.
- The board maintains its role (policy/governance) and avoids micromanaging.

B. Student Focus

- Decisions consistently prioritize student learning and well-being.
- The board supports equitable opportunities for all students, including rural and Alaska Native students.

C. Communication & Community Engagement

- The board communicates openly and transparently.
- Actively seeks and values input from families, tribes, and community stakeholders.
- Provides opportunities for meaningful community participation.

D. Fiscal Responsibility & Oversight

- Ensures sound stewardship of public funds.
- Demonstrates accountability and transparency in financial decisions.
- Advocates effectively for adequate resources.

E. Board Operations & Teamwork

- Functions effectively as a team, even when members disagree.
- Conducts meetings that are productive, respectful, and focused.
- Engages in professional development and continuous improvement.

Open-Ended Questions

1. What are the board's greatest strengths in serving students and the community?

2. What are areas where the board could improve?

3. Additional comments or examples?

Self-Assessment: SISD Board of Education 2025

Please complete this self-assessment survey by Thursday, February 13, 2025. All responses will be compiled for review during the February 19, 2025 work session.

Board/Superintendent Relations

The Board...

1. Promptly communicates all expectations, compliments, concerns, or criticisms of the school system to the superintendent with the expectation of feedback when appropriate.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

2. Refrains from infringing on the superintendent’s area of administration and follows administrative procedures.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

3. Refrains from public criticism of the superintendent.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

4. Provides, through policy, a clear set of expectations of performance and personal qualities against which the superintendent will be measured annually.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

5. Considers the superintendent's recommendations in every decision.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

6. Comments regarding board/superintendent relations

Board Meetings

The Board...

7. 6. Conducts all board meetings efficiently and effectively.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

8. 7. Provides opportunities for public participation in board meetings.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

9. 8. Makes a sincere effort to be informed on all agenda items prior to meetings.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

10. 9. Adheres to its adopted bylaws and ethics.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

11. Comments regarding board meetings

Community Relations

The Board...

12. 10. Refrains from committing to a position on an issue before all relevant facts are presented.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

13. 11. Actively promotes the school district to other groups and the public in general.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

14. 12. Refrains from speaking for the board on issues which the board has no official position.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

15. 13. Supports the president in his/her role as spokesperson for the board.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

16. 14. Follows the established procedure for disseminating information to the public.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

17. 15. Strives to maintain an open dialogue with its local and state governmental/tribal leaders.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

18. Comments regarding community relations

Board Qualities

The Board...

19. 16. Strives to improve boardsmanship skills.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

20. 17. Weighs all decisions in terms of what is best for the students of the district.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

21. 18. Is independent and open-minded and respects the decisions of the individual board members and administrators on various issues.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

22. 19. Possesses knowledge of the educational process and needs of all communities served by the district.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

23. 20. Displays a sincere and unselfish interest in public education, which develops and contributes to the growth of students.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

24. 21. Works through differences and disagreements amongst themselves rather than allowing these issues to be neglected and allowed to continue.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

25. Comments regarding board qualities

Instructional Program

The Board...

26. 22. Understands the local instructional program and the curriculum goals of the district.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

27. 23. Discusses student achievement, test score and other necessary data.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

28. 24. Provides a quality educational program imposing high individual academic standards for each student.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

29. Comments regarding the instructional program

Four horizontal lines for text input.

Financial Management

The Board...

30. 25. Understands the basic principles of school finance, including state, federal, and local sources of revenue.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

- 31. 26. Provides for public input during the budgetary process, as well as formal and informal opportunities for employees to have input.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

- 32. 27. Monitors the financial status of the district monthly.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

- 33. Comments regarding financial management

Policy Development

The Board...

34. 28. Cooperatively establishes policies with the administration for the operation of the district.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

35. 29. Allows public input into the policy development process.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

36. 30. Provides for periodic policy review and revision as appropriate.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

37. 31. Follows state laws regarding the development of policies and the amendment of policies.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

38. Comments regarding policy development

Goal Setting and Planning

The Board...

39. 32. Establishes clearly identified goals based on the assessed needs of the Board.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

40. 33. Plans and implements activities to address the needs identified in the assessment process.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

41. 34. Reviews and revises annually the board/district long-range plan.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

42. 35. Adopts a process and timeline for the preparation of the budget.

Mark only one oval.

1 2 3 4 5

Uns: Excellent

43. Comments regarding goal setting and planning

Additional Comments

44. Any additional comments

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Google Forms

(enter District) School District

Performance-Based

Annual Superintendent Summative Evaluation

Date .

The performance evaluation is an effective tool to ensure the Superintendent will meet the School Board's expectations. Fundamental fairness demands that the Superintendent understand the expectations of the Board and receive feedback regarding how they are performing.

Recommended by:
Association of Alaska School Boards



The Superintendent Evaluation Process

The annual Superintendent evaluation is an essential tool used to ensure a communication link between the responsibility of the School Board and its one direct employee, the Superintendent. An effective and successful evaluation can only occur when combined with an on-going and open communication process between the Board and Superintendent. It is strongly recommended that the Board (or Board Chair) establish a series of “check-ins”, or progress monitoring steps throughout the year. The SUMMATIVE ANNUAL EVALUATION is designed to evaluate the progress and leadership of the Superintendent with regard to the Board’s vision and goals each year. The following list provides the Board with a step-by-step checklist:

- **All Board members** will participate in the Superintendent evaluation process, anonymous responses will be shared.
- The Board will execute the evaluation process utilizing:
 - Board adopted evaluation instrument,
 - Superintendent contract;
 - Superintendent/district performance goals,
 - District strategic plan.
- The Board will periodically review, amend, and **adopt an evaluation instrument** for the Superintendent, aligning the evaluation instrument with the job duties. 20
- The Board will adopt a **timeline** for conducting the Superintendent evaluation.
- The Superintendent will complete a **self-evaluation** along with evidence of progress or evidence of accomplishment of the performance indicator. The Superintendent will provide a copy of their completed evaluation to the Board president.
- The Board president will distribute the Superintendent’s self-evaluation, evaluation instrument, job description, contract, district strategic plan and board goals to all board members. Prior to the evaluation meeting, all Board members will complete the evaluation instrument and return to the Board president by the stated deadline so they may compile the results.

Completing this Evaluation

For each of the five standards to be assessed, review each **performance indicator** and check the appropriate level of progress.

- **Interpretation guide for each rating score:**
 - **Excels** – Performance is at a level that exceeds expectations.
 - **Meets** – Performance meets expectations.
 - **Progressing** – Performance is not at the level expected but is progressing in that direction

- **Inadequate** – Performance does not meet expectations.
- **Not Rated** – Board member does not have enough information or experience to rate this indicator.

- Below each indicator statement is a space for the Superintendent to provide their report and evidence to the indicator statement. This should be completed by the Superintendent first and then the document should be distributed to each Board member. (Note: It is strongly recommended that the Superintendent compile evidence and artifact during the course of the year relating these performance indications)
- To the right of each performance indicator is space for Board members to **comment** and note evidence on progress toward achieving the performance indicator.
- At the end of each “**Standard**” section, there is an opportunity to determine whether or not the standard has been met by looking at how many performance indicators have been rated **Meets or Excels**.
- Upon completion of this evaluation, email or return the printed document to the **Board chair** by (date) _____ for compilation of all Board member responses prior to the “in-person” evaluation meeting.

Standard #1: Visionary Leadership

The Superintendent promotes a shared vision to enhance student achievement and learning

Performance Indicators	Rating	Board Comments / Superintendent Evidence
1.1 The Superintendent continues to make progress on implementing the District Strategic Plan and provides regular updates to the Board.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments
Superintendent's Response & Evidence:		
1.2 The Superintendent works with district and building leadership to implement the goals of the strategic plan.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments 22
Superintendent's Response & Evidence:		
1.4 The Superintendent ensures the district provides equitable opportunities for educational and extra-curricular programs in support of student learning and growth.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments

Superintendent's Response & Evidence:

The Superintendent Meets or Excels standard No. 1: _____ Yes _____ No

Standard #2: Educational Leadership

The Superintendent hires, assigns, monitors and evaluates instructional and paraprofessional staff to promote a healthy school climate, an outstanding instructional program, and staff professional growth.

Performance Indicators	Rating	Board Comments / Superintendent Evidence
2.1 The Superintendent utilizes data to analyze the district's curriculum, instruction, and school climate in order to improve student learning and promote a healthy educational environment.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments 23
<p>Superintendent's Response & Evidence:</p>		
2.2 The Superintendent develops and supports district programs to meet the diverse learning needs and interests of the students.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments

Superintendent's Response & Evidence:

<p>2.3 The Superintendent provides effective professional development and training, to support all staff and increase workforce effectiveness and retention.</p>	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	<p>Board Comments</p>
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Superintendent's Response & Evidence:

24

<p>2.4 The Superintendent ensures all instructional staff are evaluated using the district's evaluation instrument in a fair and timely manner and uses results to promote staff growth.</p>	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	<p>Board Comments</p>
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Superintendent's Response & Evidence:

The Superintendent Meets or Excels Standard No. 2: _____ Yes _____ No

Standard #3: Policy and Operational Leadership

The Superintendent promotes sound management of district operations to ensure a safe, efficient and effective learning environment.

Performance Indicators	Rating	Board Comments / Superintendent Evidence
3.1 The Superintendent works collaboratively with the Board to develop, review and update district policies and procedures for improved student learning and achievement.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments
Superintendent's Response & Evidence:		
3.2 The Superintendent ensures the district follows policies, laws and regulations enacted by local, state and federal authorities.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments
Superintendent's Response & Evidence:		
3.3 The Superintendent works collaboratively with the Board to develop, monitor and manage a district budget that is designed to ensure the allocation of resources to support student learning.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments

Superintendent's Response & Evidence:		
3.4 The Superintendent plans and prioritizes district facilities improvements to <u>support safe and productive environments</u> for learning.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments
Superintendent's Response & Evidence:		

The Superintendent Meets or Excels Standard No. 3: _____ Yes _____ No

Standard #4: Communication Leadership

The Superintendent promotes collaborating with staff and stakeholders, and responding to diverse community interests and needs.

Performance Indicators	Rating	Board Comments / Superintendent Evidence
4.1 The Superintendent models and supports a climate valuing stakeholders input on improving the district.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments

Superintendent's Response & Evidence:

4.2 The Superintendent continually evaluates the district's progress based on a variety of assessment data and keeps the Board informed of these results.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments
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Superintendent's Response & Evidence:

27

4.3 The Superintendent clearly defines and communicates to staff, students, and families behavioral expectations and discipline policies in a fair and consistent manner.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments
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Superintendent's Response & Evidence:

The Superintendent Meets or Excels Standard No. 4: _____ Yes _____ No

Standard #5: Board/Superintendent Relations

The Superintendent works collaboratively with the board, based on a foundation of trust and respect.

Performance Indicators	Rating	Board Comments / Superintendent Evidence
5.1 The Superintendent works to develop an effective relationship with the Board based on trust and frequent and meaningful communication.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments
Superintendent's Response & Evidence:		
5.2 The Superintendent provides professional advice and keeps the Board informed and updated on educational issues as they relate to the needs of the district.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments
Superintendent's Response & Evidence:		
5.3 The Superintendent works with the Board to ensure a clear understanding of the roles and responsibilities , including the differences between the Board's governance role and the Supt's management role.	<input type="checkbox"/> Excels <input type="checkbox"/> Meets <input type="checkbox"/> Progressing <input type="checkbox"/> Insufficient <input type="checkbox"/> Not Rated	Board Comments

Superintendent's Response & Evidence:

The Superintendent Meets or Excels Standard No. 5: _____ Yes _____ No

Additional/ Final Comments:

SUPERINTENDENT EVALUATION DOCUMENT

_____ SCHOOL DISTRICT

Board of Education Evaluation of the Superintendent

Confidential

From: 20__ To: 20__

As you read through the following list, rank the items 1 - 4.

1- Exceptional / 2- Meets Expectations / 3- Needs Improvement / 4- Unknown.

You are encouraged to place comments in the appropriate area.

Relationship with the Board:

- Keeps board informed of organization activities, progress and problems.
- Is receptive to board member ideas and suggestions.
- Makes sound recommendations for board action.
- Accepts board criticism as constructive suggestions for improvement.
- Gives constructive criticism in a friendly, firm and positive way.
- Follows up on all problems and Issues brought to his attention.

Comments:

Management Skills and Abilities:

- Maintains a smooth-running administrative office.
- Prepares all necessary reports and keeps accurate records.
- Speaks and writes clearly.
- Proposes organizational goals and objectives prior to each fiscal year.
- Plans well in advance.
- Is progressive in attitude and action.
- Adequately follows through on set plans.

Comments:

Services to People Served:

- Understands and stays current with the needs of people served.
- Focuses all activities on servicing peoples' needs.
- Accepts criticism from the people served and responds appropriately.

Comments:

Fiscal Management:

- Prepares a balanced budget.
- Completes the year with a balanced budget.
- Displays common sense and good judgment in business.
- Adequately supervises the physical plant.

Comments:

Personal and Professional Attitudes:

- Projects professional demeanor.
- Participates in professional activities.

Comments:

Community and Public Relations:

- Represents the organization in a positive and professional manner.
- Actively promotes the organization to the public.

Comments:

Effective Leadership of Staff:

- Hires and maintains competent staff members.
- Encourages staff development.
- Follows personnel policies closely.
- Maintains high staff productivity.

Comments: