

Personnel Committee

Tuesday, September 22, 2026 3:30 PM

Pines Community Meeting Room, 1700 Pleasure Island Road, Eagle River, WI 54521

I. Goals of the Committee

Human Resources: NPSD will review and implement strategies to recruit and retain high-quality staff members.

II. Opening of Meeting

II.A. Call to Order, Roll Call, Establish a Quorum, Open Meeting Verification

II.B. Action Item: Approval of Agenda

III. Discussion/Action Items

III.A. Update on Staffing & Hiring for vacant positions

III.B. Update on Health Insurance

III.C. Wisconsin Association of School Boards (WASB) Fall Regional Meeting October 7, 2026

III.D. Wisconsin Association of School Boards (WASB) 2027 Wisconsin State Education Convention January 20-22, 2027

III.E. Approval of updates to Job Descriptions

III.F. Approval of two Memorandums of Agreement between NPSD and Vilas County Sheriff's Office for School Resource Officers (SROs) for July 1, 2026 through December 31, 2027

III.G. Exit Surveys

III.H. First Review of the Superintendent Evaluation Process

IV. Adjournment



Personnel Committee – September 2026

- 2026-27 Staffing Summary, Aug
 - New Hires: 12
 - Resignations: 3
 - Moves: 2
- Red Rover Absence and Unfilled Rates

2026-27	Days	Filled	Unfilled	NSN	Total Staff Out
Jul	24*	0	0	16	16
Aug	20	1	0	27	28
Sep	18				0
Oct	20				0
Nov	17				0
Dec	17				0
Jan	20				0
Feb	20				0
Mar	20				0
Apr	20				0
May	20				0
Jun	4				0
Totals	196	1	0	43	44
# Staff Out Per Day					0.2
# Unfilled Per Day					0.0



2026 FALL REGIONAL MEETINGS & WORKSHOPS

September-November

Dates and Locations
Vary by Region

Sponsored by:



Agenda

- 4 p.m. Workshop Registration
- 4:30-5:30 p.m. Workshop Program
- 5:45 p.m. Registration and Networking
- 6:15 p.m. Dinner
- 7-8 p.m. Regional Meeting Program

Pre-Meeting Workshop

Wisconsin's Open Meetings Law: Understanding and Navigating Closed Sessions
Take a practical, in-depth look at Wisconsin's Open Meetings Law with a special emphasis on the rules, requirements and common pitfalls surrounding closed sessions. Learn when a closed session is legally permissible under the statutory exemptions, how to properly notice and convene a closed session, and what must be discussed in open session before going behind closed doors. Hear tips for taking minutes related to closed sessions and address some of the challenges and options associated with taking official action on matters addressed in a closed session. This workshop also includes governance advice on how school boards should approach sensitive discussions and maintain confidentiality.

Regional Meeting

- Regional Director Welcome
- Member Recognition Awards
- Elections (Regions 1, 2, 3, 6, 8, 12, 14)
- Legislative Update
- Executive Director's Report

info@wasb.org | 608-257-2622 | 833-320-5333

Supporting, promoting and advocating for public education.

Network With Colleagues and WASB Staff

Join us at your Regional Meeting this fall to network with area board members, celebrate accomplishments and learn what the WASB is doing for you.

Each meeting begins with a networking opportunity and features a legislative update and a report from the WASB executive director.

Prior to your Regional Meeting, WASB staff counsel will host an optional workshop on Wisconsin's Open Meetings Law and navigating closed sessions.

A virtual workshop for all regions will be held via Zoom on Tuesday, Nov. 3, followed by a virtual meeting on Thursday, Nov. 5.

Registration Information

- The registration fee for in-person Regional Meetings is \$43 (\$42 in Regions 6 and 9).
- Workshop registration is \$79 (including the online workshop).
- Attendees receive a \$10 discount if registered for a workshop and Regional Meeting.
- Pre-registration is strongly recommended. Capacity may be limited in some locations.
- Members and staff are welcome to attend any workshop or Regional Meeting.
- Refunds are allowed for cancellations received by the end of the day, one week prior. (For example, for the Regional Meeting on Tuesday, Oct. 27, the cancellation must be received by 5 p.m. on Tuesday, Oct. 20).

Date	Region	City	Location
Sept. 29	5	Rothschild	Holiday Inn Wausau-Rothschild 1000 Imperial Ave.
Sept. 30	4	Eau Claire	The Florian Gardens 2340 Lorch Ave.
Oct. 1	6★	West Salem	West Salem High School 490 North Mark St.
Oct. 6	1★	Hayward	The Steakhouse & Lodge 15860 T Bone Ln.
Oct. 7	2★	Minocqua	Norwood Pines Supper Club 10171 Highway 70
Oct. 8	11/15	Brookfield	Sheraton Milwaukee Brookfield Hotel 375 S. Moorland Rd.
Oct. 13	10	Baraboo	The Wisconsin Hotel & Conference Center 60 Gasser Rd.
Oct. 14	9	Fennimore	Southwest Tech 1800 Bronson Blvd.
Oct. 20	8★	New Holstein	Altona Supper Club 2306 Calumet Dr.
Oct. 21	7	Neenah	Bridgewood Resort & Hotel 1000 Cameron Way
Oct. 22	3★	Green Bay	Rock Garden/Comfort Suites 1951 Bond St.
Oct. 27	13	Burlington	Veterans Terrace 589 Milwaukee Ave.
Oct. 28	12★	Sun Prairie	Hilton Sun Prairie 1220 S. Grand Ave.
Nov. 5	Any	Virtual	12 p.m. online meeting. Zoom link to come via email.
TBD	14★	Milwaukee	MPS Administration Building 5225 West Vliet St.

★ Denotes regions with elections for a member of the WASB Board of Directors.



Maintenance Position - Job Description

Position: Maintenance

Supervisor: Building and Grounds Director

Job Goal: Ensure the continuous operational excellence, safety, and physical upkeep of Northland Pines School District facilities and grounds by delivering proactive maintenance, timely repairs, and reliable equipment servicing across all district campuses.

Preferred Qualifications:

- 5 years minimum experience in the field of maintenance and trades work
- Post secondary education in skilled trades

Primary Duties and Responsibilities:

- Strong interpersonal and communication skills with a collaborative work ethic.
- Foundational skills in plumbing, carpentry, electrical work, and automotive repair.
- Working knowledge of heating systems, boilers, furnaces, HVAC, lighting, and related equipment.
- Ability to perform routine inspections of district buildings, grounds, and equipment.
- Experience implementing preventive maintenance programs.
- Proficiency in identifying maintenance issues and generating work orders.
- Capability to troubleshoot and repair electrical, plumbing, heating, and HVAC systems.
- Proficiency in servicing groundskeeping equipment, vehicles, snow removal tools, and custodial machinery.
- Prompt reporting of system malfunctions to the Building and Grounds Manager.
- Ability to respond promptly to building emergencies as needed.
- Flexibility to perform additional duties assigned by the Building and Grounds Director.

Terms of Employment:

- Full-time, year-round
- Monday - Friday 6:00 a.m.-2:30 p.m. with an unpaid 30 minute duty free lunch daily (hours may fluctuate due to needs of projects, facilities and staff)
- Wages based on experience
- Benefits determined by the Board of Education

Description Purpose: This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of the employee. It is not intended to limit or modify the right of any supervisor or District Administrator to assign, direct, and monitor the work of employees under supervision.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122 throughout his/her employment in the District.

DRAFT 9/22/26



Lead Custodian - Job Description

Position: Lead Custodian

Supervisor: Building and Grounds Director

Job Goal: To lead building custodial staff in maintaining, improving and cleaning the building to ensure it is prepared for student learning and activities.

Required Qualifications:

- High school diploma or equivalent (4 years removed from HS graduation)
- Good communication skills

Preferred Qualifications:

- 5 years minimum experience in the field related to work.
- Ability to support and lead others.
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students & staff.
- Ability to perform assigned duties and tasks with minimum direction.
- Ability to maintain effective public, student and co-worker relationships.

Primary Duties and Responsibilities:

- Strong interpersonal and communication skills with a collaborative work ethic.
- Flexibility to perform additional duties assigned by the Building and Grounds Director.
- Lead and supervise custodial staff, assigning daily duties, schedules, and priorities.
- Maintain building cleanliness and appearance, including classrooms, restrooms, gymnasiums, offices, hallways, cafeterias, and common areas.
- Perform and coordinate routine maintenance, repairs, preventive maintenance, grounds care, and seasonal tasks.
- Manage custodial supplies and equipment, including inventory, ordering, proper storage, and equipment maintenance.
- Communicate with administrators and Buildings & Grounds, reporting maintenance needs, coordinating services, and ensuring quality custodial operations.

Terms of Employment:

- Full-time, year-round
- Wages based on NPSD handbook and experience
- Benefits determined by the Board of Education

Description Purpose: This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of the employee. It is not intended to limit or modify the right of any supervisor or District Administrator to assign, direct, and monitor the work of employees under supervision.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122 throughout his/her employment in the District.

DRAFT 9/22/26

MEMORANDUM OF AGREEMENT

between the

**Northland Pines School District, Phelps School District, North Lakeland School District
and Arbor-Vitae School District**

and the

Vilas County Sheriff's Office

Regarding Compensation and Reimbursement for Two Shared School Resource Officers

The Northland Pines School District, Phelps School District, North Lakeland School District and Arbor-Vitae School District (hereinafter referred to as the "Districts") and the Vilas County Sheriff's Office (hereinafter referred to as the "Sheriff's Office"), enter into this Memorandum of Agreement ("MOA" or "Agreement") to maintain two School Resource Officers (SRO) shared between the school districts.

COMPENSATION

Vilas County shall pay one hundred percent (100%) of the annual cost of wages, benefits, insurance, vehicle, and other direct costs associated for two shared School Resource Officer (SRO) positions as defined in the attached fiscal referred to as "Attachment A".

The following School Districts: Northland Pines, Phelps, North Lakeland and Arbor-Vitae shall pay the Vilas County Sheriff's Office fifty percent (50%) of the annual cost of wages, benefits, insurance, vehicle, and other direct costs as defined on the attached fiscal for the following school fiscal years:

- 2026/2027 (beginning July 1, 2026)
- 2027/2028 (ending December 31, 2027)

The districts will be billed for the costs of the SRO that is working in their district.

Each District will be responsible for their share of 50% of the annual cost of the SRO based on "scheduled days" at their location. For example, a district that has a SRO scheduled one day a week will be billed 10% (20% of the school week at 50%) of that individual SRO's total annual costs. Scheduled days will be determined by the Districts in August of each school year. If scheduled days change between the districts at any time, the district with the increase in scheduled days will reimburse the district with the decrease in scheduled days for the remainder of the quarter.

Wages and fringes for each SRO will be calculated at the beginning of each year. 50% of the wage and fringe costs of each SRO will be billed at that rate based on percent of scheduled days per week at each location. Overtime will not be included in the annual wage and fringe calculation. Any overtime costs incurred will be paid by the Vilas County Sheriff's Office. 50% of direct costs such as uniforms, vehicle, radio, training, range equipment/phone will be billed based on the amounts in Attachment A. 50% of the other annual direct costs per SRO are \$11,350-2026 and \$11,884-2027.

If the individual in the SRO position changes, the wages and fringes of the new SRO will be calculated and adjusted with the next quarter billing, including adjustments up or down for the quarter the change occurred. This will also occur if there is a change in the health insurance coverage of the SRO.

CANCELLATION/TERMINATIONS

If the required funding for the position is not approved in the applicable budgets, this agreement shall be terminated immediately after the approved budget year ends.

REIMBURSEMENT

The Sheriff's Office shall invoice each District on a quarterly basis (February, May, August, and November). The School District shall reimburse the County based on an invoice for the current quarter. The School District shall make payment to the County within thirty (30) days of receipt of the invoice.

TERM

The term of this agreement is July 1, 2026 through December 31, 2027.

MEMORANDUM OF AGREEMENT

**between the
Northland Pines School District
and the
Vilas County Sheriff's Office**

Regarding Compensation and Reimbursement for One School Resource Officer

The Northland Pines School District (hereinafter referred to as the "District") and the Vilas County Sheriff's Office (hereinafter referred to as the "Sheriff's Office"), enter into this Memorandum of Agreement ("MOA" or "Agreement") to maintain one School Resource Officer (SRO) in addition to the two SROs shared between the school districts under separate MOA.

COMPENSATION

Vilas County shall pay one hundred percent (100%) of the annual cost of wages, benefits, insurance, vehicle, and other direct costs associated with the School Resource Officer (SRO) position.

Northland Pines shall pay the Vilas County Sheriff's Office seventy-six percent (76%) of the annual cost of wages, benefits, insurance, vehicle, and other direct costs as defined in the attached fiscal on "Attachment A" for the following school fiscal years:

- 2026/2027 (beginning July 1, 2026)
- 2027/2028 (ending December 31, 2027)

Wages and fringes for the SRO will be calculated at the beginning of each year. 76% of the wage and fringe cost of the SRO will be billed at the calculated amount. Overtime will not be included in the annual wage and fringe calculation. Any overtime costs incurred will be paid by the Vilas County Sheriff's Office. 76% of direct costs such as uniform, vehicle, radio, training, range equipment/phone will be billed based on the amounts in Attachment A. 76% of the annual other direct cost per SRO is \$17,252-2025, and \$18,064-2026.

If the individual in the SRO position changes, the wages and fringes of the new SRO will be calculated and adjusted with the next quarter billing, including adjustments up or down for the quarter the change occurred. This will also occur if there is a change in the health insurance coverage of the SRO.

REIMBURSEMENT

The Sheriff's Office shall invoice the District on a quarterly basis (February, May, August, and November). The School District shall reimburse the County based on an invoice for the current quarter. The School District shall make payment to the County within thirty (30) days of receipt of the invoice.

CANCELLATION/TERMINATIONS

If the required funding for the position is not approved in the applicable budgets, this agreement shall be terminated immediately after the approved budget year ends.

TERM

The term of this agreement is July 1, 2026 through December 31, 2027.

DA Evaluation Timeline

- **July - Committees and Board Review District Goals**
 - DA presents first review of District Goals
- **August- Committees and Board Review District Goals**
 - DA presents second review of District Goals and Board approves
- **September- Committees Review DA Evaluation Process**
 - DA presents first review of DA Evaluation
- **October - Committees and Board Review DA Evaluation Process**
 - Committees second review of DA Evaluation
 - Board approves DA evaluation process at board meeting
- **February - Personnel Committee**
 - DA shares mid year update in closed or open session
- **February - Board Meeting**
 - DA shares update on District Goals in open session
 - DA shares mid year update in closed session
 - Written summary or notes
- **May - Board Meeting**
 - DA shares update on District Goals in open session might need to be June if data not available yet
 - DA shares end of year update in closed session and board meets on evaluation
- **June - Board Meeting**
 - Full Board Shares evaluation with DA in closed session

	Evaluation Tool		
	ME	Meets Expectations	
	DNME	Does Not Meet Expectations	
District Administrator Evaluation Form	NO	Not Observed	
District Administrator Reports To: Northland Pines Board of Education			
Comments:			
Job Functions:			
	ME	DNME	NO
1. The District administrator serves as the chief executive officer (CEO) of the Northland Pines School District, providing overall leadership and direction of all district personnel.			
2. The District Administrator leads students in their attainment of educational success by fostering a community commitment to educational excellence, respect, honesty and integrity.			
3. The District Administrator carries out the mission and vision of the Board of Education.			
4. The District Administrator may delegate responsibility and authority for the operation of the various School District functions to District employees; however, the District Administrator is directly and irrevocably responsible to the Board for all functions of the District, including (but not limited to) fiscal management, evaluations, planning, reporting, personnel and communications.			
5. The District Administrator maintains ongoing communication with the the Board of Education and staff and ensures the district maintains positive school-community relations, a high standard of educational leadership and professionalism.			
6. The District Administrator will remain free of any alcohol or illegal substance in the workplace in compliance with school district policies throughout his/her employment is the District.			
Essential Functions:	ME	DNME	NO
1. The District Administrator creates, monitors, and facilitates the process of strategic improvement, and seeks to ensure the District's mission, vision and goals are fulfilled in such a manner that all students are prepared to be career and/or college ready and globally competitive.			

2. The District Administrator serves as the District's instructional leader and fosters the success of all students by leading the creation, implementation and review of instructional systems that promote high student achievement and professional development and growth for staff.				
3. The District Administrator fosters the success of all students by implementing effective and collaborative human resources systems resulting in a student-centered, diverse, high-performing staff.				
4. The District Administrator fosters the well-being and success of all staff and students through a continuous improvement process for effective operations and resource management.				
5. The District Administrator fosters the success of all students by communicating, collaborating, and connecting effectively with the Board, staff, families, community and other stakeholders.				
6. The District Administrator fosters the success of all students and staff by modeling professional and ethical behavior, engaging in continuous professional growth, and contributing to the profession.				
Services:	ME	DNME	NO	
1. Serves as advocate for students and their educational programs.				
2. Ensures that each course of study in the district curriculum reflects the mission, beliefs and educational philosophy of the Board of Education.				
3. Ensures the district maintains high student performance standards, curriculum, instruction and assessment.				
4. Ensures that policies and procedures are established for students' rights, responsibilities and discipline.				
5. Makes certain that fair and equal treatment of students is maintained throughout the district.				
6. Recommends expulsion of students to the Board of Education.				
7. Strives to resolve student, parent and public issues in a positive manner.				
Duties and Responsibilities & Relationship with the Board:	ME	DNME	NO	
1. Promotes a climate of respect, trust, innovation, and professionalism with the Board of Education.				
2. Keeps the Board of Education informed of current and future needs and issues affecting the District and works collaboratively to resolve them.				
3. Notifies the Board of Education in a timely manner of personnel issues.				
4. Notifies the Board of Education of regular and special meetings, posts meeting notifications, coordinates preparation of meeting agendas and attends meetings of the Board of Education.				
5. Facilitates the decision making process for the Board of Education, including (but not limited to) the development of annual Board of Education goals and objectives.				
6. Implements goals and objectives and keep the Board of Education informed of the District's progress toward achieving its goals and objectives, as well as apprising the Board of district activities and emerging issues.				
7. Advises the Board of Education in the formulation, evaluation, revision and execution of policies for the district.				

8. Advises the Board of Education during the formulation and execution of all contracts entered into by the Board of Education.				
9. Conducts orientation for new Board members and promote Board development and improvement.				
10. Performs any and all duties assigned by the Board of Education as a whole.				
Leadership:	ME	DNME	NO	
1. Fosters new ideas; acts as a catalyst for change and innovative thinking.				
2. Ensures that personnel policies are administered fairly and consistently throughout the district.				
3. Makes recommendations to the Board regarding the hiring, promotion and dismissal of all personnel, according to Board of Education policy and/or agreements.				
4. Stays current and sensitive to the needs of staff and students.				
5. Promotes/implements in-service training, staff development and education for all district employees.				
6. Encourages pride, unity and enthusiasm.				
7. Sets, maintains and displays a high standard of excellence and productivity for staff.				
8. Strives to resolve personnel issues in a positive manner.				
9. Is the liaison agent between the Board and all employees.				
Instructional Leadership:				
1. Ensures rigorous standards-based curriculum with units of instruction consisting of well-structured lessons with measureable outcomes.				
2. Guarantees high expectations, student engagement, personalization to accommodate diverse learners and integration of appropriate technology to maximize student learning.				
3. Facilitates the implementation of a balanced assessment system including use of formal and informal assessments to measure student growth and understanding.				
4. Creates and sustains a District culture with expectations that support effective, data-based decision making and utilizes multiple sources of evidence to drive school and District goals, improve organizational performance, educator effectiveness, and student learning.				
5. Develops and nurtures a culture of continuous learning and professional development and growth in which staff members are reflective about their strategies and uses data and various methods to analyze and adapt practices that achieve improved results.				
6. Ensures that the District curriculum, instruction, and assessment programs are designed to provide full access and opportunity for all students.				
Human Resources Leadership:	ME	DNME	NO	
1. Promotes a climate of respect, trust, innovation and professionalism with staff, students and community.				
2. Allocates resources for staff to achieve the District's goals.				
3. Ensures consistent processes for the recruitment, employment, induction, and mentoring of employees resulting in the retention of high-performing and diverse personnel.				
4. Provides the vision and direction for positive employee relationships.				
5. Ensures structure and support for effective conflict resolution.				
6. Ensures all employees are evaluated in an effective manner resulting in improved performance.				
7. Ensures results-oriented professional development that is aligned with District goals and staff needs.				

8. Maximizes human resources based on the strengths of employees, thereby empowering them to seek leadership opportunities.				
9. Fosters external partnerships to build targeted opportunities around identified student/District needs.				
Operational Management:	ME	DNME	NO	
1. Coordinates a management team consisting of all administrative personnel and the Director of Building & Grounds.				
2. Plans and directs appropriate courses of action for the district.				
3. Establishes and maintains an organizational system with clear lines of authority and responsibility for all members of district staff.				
4. Guides the day to day operation of the district in accordance with the policies of the Board of Education.				
5. Maintains a smooth running administrative office.				
6. Prepares necessary reports and keeps accurate records.				
7. Is responsible for all district buildings, grounds and equipment.				
8. Anticipates and responds to current, emerging, and future needs in a timely manner.				
9. Ensures an orderly, safe, and positive environment conducive to teaching and learning through research-based strategies and best practices.				
10. Demonstrates fiscal responsibility by acquiring, allocating and managing human, material, and financial resources.				
11. Collaborates and develops internal and external partnerships to enhance operation and resource management.				
12. Ensures efficiencies in the operation and management of resources through the acquisition and effective use of technology.				
13. Integrates and aligns processes and resources for the effective day-to-day ongoing operations of the organization.				
Fiscal Management:				
1. Develops, prepares, presents and administers the district budget, in compliance with Board of Education policy and state law.	ME	DNME	NO	
2. Monitors financial records on a regular basis and maintains a balanced budget.				
3. Regularly informs the Board of Education of the status of the district budget and apprises the Board of Education of issues likely to have a significant impact on the budget.				
4. Conducts all business transactions according to ethical and legal standards.				
5. Obtains bids or quotations whenever required and presents such to the Board of Education when appropriate.				
Communications and Community Relationships:	ME	DNME	NO	
1. Represents the District to the public in a positive and professional manner.				
2. Actively promotes the district to the public.				
3. Fosters positive relationships with students, parents, community organizations, governmental agencies and the media.				
4. Is the liaison between the district, Wisconsin Department of Public Instruction, CESA and other school districts.				
5. Demonstrates and fosters an atmosphere of trust and mutual respect.				
6. Promotes and maintains effective communication between and among Board members, staff, and the community.				

7. Works collaboratively with all stakeholders to build community support and secure resources.				
Personal and Professional Attributes:	ME	DNME	NO	
1. Adheres to legal, moral, and ethical standards and demonstrates personal integrity in all interactions.				
2. Assumes responsibility for personal actions and responds appropriately to the actions of others.				
3. Models collegial and collaborative approaches with staff and community to advance the mission, vision, and goals of the District.				
4. Participates in a meaningful and continuous process of professional development that results in student growth.				
5. Provides services to the profession and community through engagement and partnerships.				
6. Demonstrates expertise in supporting the development of leadership capacity across the organization.				
7. Actively seeks opportunities to network, share knowledge, and remains abreast of the latest research to promote organizational effectiveness and efficiency.				
8. Keeps all matters of a confidential nature in strict confidence.				
9. Remains current with educational concepts, trends and laws pertaining to education.				

Superintendent Evaluation

Board members evaluate the superintendent by providing examples and explanations on 10 open-ended statements. The Superintendent is rated on the administrator standards using a four-point rating scale (4 - highly effective, 3 - effective, 2- minimally effective, 1 - ineffective). Board members also have an opportunity to provide comments and/or observations to a number of open-ended statements. Responses to open-ended statements are included verbatim in this report. The superintendent will also submit any artifacts and comments prior to the evaluation to inform board members of work completed in relation to the standards below.

1. ____ The superintendent demonstrates efforts to be visible in the schools and the community.

Superintendent	
Board Members	

2. ____ The superintendent demonstrates meaningful engagement with, and works to gain the trust of, staff members and the community.

Superintendent	
Board Members	

3. ____ The superintendent demonstrates efforts to strengthen our district's leadership team.

Superintendent	
Board Members	

4. ____ The superintendent provides effective leadership addressing school board approved improvement plans (examples include continuous improvement plan, school board-approved annual goals and/or personal goals).

Superintendent	
Board Members	

5. ____ The superintendent demonstrates flexibility and sound decision-making skills when addressing unexpected circumstances affecting our school district.

Superintendent	
Board Members	

6. ____ The superintendent consistently adheres to our district's policies and procedures.

Superintendent	
Board Members	

7. ____ The superintendent performs in a style and manner consistent with that expressed when hired by the school board.

Superintendent	
Board Members	

8. ____ The superintendent effectively oversees the operations and management of our school district.

Superintendent	
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Board Members	
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9. ____ The superintendent works effectively with the school board.

Superintendent	
Board Members	

10. ____ The superintendent carries out their responsibilities ethically and professionally.

Superintendent	
Board Members	

First Year Superintendent Evaluation
Narrative Evaluation Document
SAMPLE DRAFT ADAPTED FROM WASB

Date:

The superintendent provided a review of her/his observations of the work of the district during the _____ school year, their goals, and the relationship of that work to our district's needs in closed session at the _____ meeting.

The Northland Pines School District Board of Education held a special meeting at the **Northland Pines Large Group Instruction Room (LGI) in the Middle and High School** on _____. The purpose of the meeting was to conduct the annual performance review and evaluation for superintendent. The board met in a closed session. In attendance was the superintendent and all board members.

This was the first formal evaluation of Tony Duffek as superintendent. The evaluation included an assessment of the superintendent based on Wisconsin Administrative Standards. This assessment included the superintendent's reflection and the board of education's evaluation of the superintendent. The meeting began at ____ p.m. and adjourned at ____ p.m.

Specific strengths that were highlighted in this year's evaluation include:

Opportunities for continuous improvement helped to identify these priority areas:

The Northland Pines School District Board of Education said that they are looking forward to working in partnership with the superintendent, as together we strive for even better outcomes for the children of our district.

Respectfully submitted by Jennifer Payne, Board President

Signature:

Date:

Received by Tony Duffek, District Administrator

Signature:

Superintendent comments:

Date: _____