CBI-FORM -SUPERINTENDENT EVALUATION AND GOAL SETTING FORM

Scoring Key: 4 -Outstanding; 3 -Excellent; 2 -Good; 1-Needs Improvement

PART I. FISCAL MANAGEMENT

Legal References:

- RSA 194-C:4, II(a), G), (p)
- Ed 302.0l(d)(2); Ed 302.02(d), (e)
- NHSBA Sample Policies DA, DB, DBC, DCI, DI

Indicators of Success:

- Budgets reflect district goals for student achievement.
- District expenses do not exceed revenues. Ifthis occurs, a plan is developed and presented to the board for remediation within an acceptable timeline.
- Finances are managed in accordance with applicable accounting standards.
- The annual audit shows no material deficiencies and audit recommendations are effectively implemented.
- Multi-year budget plans are used for planning purposes.

1.1. Developed and recommended the annual budget for the support of the educational program and for the operation and maintenance of schools.

Evaluation Score: _____

Comments: _____

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1.2. Developed and maintained an accounting system and financial reporting procedures for all funds.

Evaluation Score: _____

Comments: _____

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1.3. Evaluated financial needs and makes timely recommendations for adequate funding.

Evaluation Score: _____

Comments: _____

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1.4. To the extent possible, transfers among budgetary line items were limited to unexpected or unanticipated expenses.

Evaluation Score: _____

Comments: _____

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1.5. Engaged in thorough planning to develop budget and guide expenditures to achieve the greatest educational returns and the greatest contributions to the educational program.

Evaluation Score: _____

Comments: _____

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1.6. Established levels of funding that provided high quality education for the students of the district.

Evaluation Score: _____

Comments: _____

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1.7. Provided timely and appropriate information to the Board and all staff with fiscal management responsibilities.

Evaluation Score: _____

Comments: _____

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1.8. Established and implemented efficient procedures for accounting, audit, risk management, investing, purchasing delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Evaluation Score: _____

Comments: _____

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Goals for Next Evaluation Cycle:

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PART II. CURRICULUM, DELIVERY OF INSTRUCTION AND PUPIL ACIDEVEMENT

Legal References:

- RSA 194-C:4, II(c)
- Ed 302.0l(d)(6); 302.02(±)
- NHSBA Sample Policies IGA, IGD

- RSA 194-C:4, ll(e)
- Ed 302.0l(d)(S); Ed 302.02(±)
- NHSBA Sample Policies ILBA, ILBAA

- RSA 194-C:4, II(c)
- Ed 302.0l(d)(7); Ed 302.02(±)
- NHSBA Sample Policy IF

Indicators of Success:

- Specific progress is evident.
- Student learning is defined based on the knowledge and skills necessary to be successful.
- Data and information collected is reliable and valid.
- Data is regularly presented and is communicated in understandable forms.
- Data is used for future planning and improvement.
- Effective methods of providing, monitoring, evaluating, and reporting student achievement are used.
- Preparing students for post-secondary education and/or entrance into the job market.
- Data is disaggregated, analyzed, and explained.

2.1. Used appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs.

Evaluation Score: _____

Comments: _____

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2.2. Aligned and implemented the educational programs, plans, actions, and resources with the district's vision and goals.

Evaluation Score: _____

Comments: _____

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2.3. Monitored and evaluated the effectiveness of curriculum, instruction and assessment.

Evaluation Score: _____

Comments: _____

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2.4. Ensured that the district provided educational opportunities in accordance with State Minimum Standards.

Evaluation Score: _____

Comments: _____

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2.5. Identified areas of academic strength and areas of academic weakness within the District and has implemented strategies to address areas of academic weakness.

Evaluation Score: _____

Comments: _____

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2.6. Curriculum is aligned from grade-to-grade and from school-to-school.

Evaluation Score: _____

Comments: _____

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2.7. Uses effective methods of providing, monitoring, evaluating and reporting student achievement.

Evaluation Score: _____

Comments: _____

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Goals for Next Evaluation Cycle:

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III. RELATIONSHIP WITH THE SCHOOL BOARD

Legal References:

- RSA 194-C:4, II(i)
- NHSBA Sample Policy BDD

Indicators of Success:

- The superintendent assists the board in developing clear policies that meet federal and state requirements.
- The superintendent understands and communicates legal liability to the district.
- The superintendent supports the board chair to maximize the effectiveness of board operations.

- The superintendent regularly informs the board about the business of the district and alerts the board about critical issues and areas that may have impact on the district.
- The superintendent follows agreed upon board-superintendent guidelines.
- The superintendent meets deadlines and follows up on commitments and assignments.

3.1. Worked with the Board in the areas of analyzing, planning, implementing and evaluating policies.

Evaluation Score: _____

Comments: _____

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3.2. Informed the Board on issues, operations, the instruction program, and needs of the school system.

Evaluation Score: _____

Comments: _____

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3.3. Provided the Board with reports and information that enable the Board to sufficiently review the operations of the district.

Evaluation Score: _____

Comments: _____

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3.4. Gave constructive advice and guidance to the Board regarding possibilities for District improvement.

Evaluation Score: _____

Comments: _____

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3.5. Utilized the strengths of individual Board members and the Board itself in the decision-making process.

Evaluation Score: _____

Comments: _____

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3.6. Offered professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.

Evaluation Score: _____

Comments: _____

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Goals for Next Evaluation Cycle:

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IV. ADMINISTRATION OF SCHOOL FACILITIES:

Legal References:

- RSA 194-C:4, Il(k)
- Ed 302.0l(d)(S); Ed 302.02(m); Ed 302.02(p)
- NHSBA Sample Policies CA, CF, EC, FA

Indicators of Success:

- All buildings meet safety, health, and construction codes.
- Facilities and equipment are not subject to improper wear or insufficient maintenance.
- Multi-year plans for maintenance, repairs, and facility upgrades are in place.
- Ongoing inspection and reporting systems are utilized.

4.1. Was responsible for developing and recommending to the school board an annual maintenance program and long-term capital improvement plan.

Evaluation Score: _____

Comments: _____

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4.2. Provided support for facilities accommodate organization and instructional patterns that support the district's educational philosophy and instructional goals.

Evaluation Score: _____

Comments: _____

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4.3. Ensured that all safety requirements were met for facilities and grounds.

Evaluation Score: _____

Comments: _____

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4.4 Building design, construction,and renovation that will lend themselves to low maintenance costs and the conservation of energy.

Evaluation Score: _____

Comments: _____

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4.5. Facilities lend themselves to utilization by the community inways consistent with the overall goals of the district.

Evaluation Score: _____

Comments: _____

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4.6. Keeps the Board informed about the condition of district facilities and anticipated needs in the areas of capital improvement.

Evaluation Score: _____

Comments: _____

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Goals for Next Evaluation Cycle:

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V. PERSONNEL

Legal References:

- RSA 194-C:4, II(c); RSA 194-C:4, II(j); RSA 194-C:4, II(n)
- Ed 302.0l(e); Ed 302.02(a); Ed 302.02(h)
- NHSBA Sample Policies -Section G -Personnel

Indicators of Success:

- Staff are treated fairly.
- Teachers work effectively within their classroom, throughout the school, across district schools, and with the community.
- Operations are clearly defined, communicated, and implemented.
- Personnel contracts are adhered to.
- Effective collective bargaining strategies advance and promote student learning.

5.1. Recruits and assigns the best available personnel in terms of their competencies. Recommends for employment personnel who have proper certification and skills for the position.

Evaluation Score: _____

Comments: _____

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5.2. Develops and executes sound personnel policies and practices.

Evaluation Score: _____

Comments: _____

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5.3. Includes the participation of faculty and staff in the establishment and the implementation of District-wide goals, objectives, and programs.

Evaluation Score: _____

Comments: _____

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5.4. Facilitates evaluation of staff performance as required by state law and by Board policy.

Evaluation Score: _____

Comments: _____

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5.5. Promotes programs for staff growth and development.

Evaluation Score: _____

Comments: _____

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5.6. Meets and confers with employee groups representing the interests and directives of the Board.

Evaluation Score: _____

Comments: _____

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5.7. Communicates concerns of employee groups to the Board and Board responses to these concerns to employee groups.

Evaluation Score: _____

Comments: _____

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5.8. Organizes the roles and responsibilities of staff members to optimize staff effectiveness in accordance and in line with the district's educational mission and goals.

Evaluation Score: _____

Comments: _____

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Goals for Next Evaluation Cycle:

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APPROVED: January 3, 2013, November 5, 2015