



Dripping Springs ISD
Superintendent Evaluation
2013 – 2014 School Year
Summative Evaluation

Dripping Springs ISD Superintendent Evaluation 2013 – 2014 School Year

The Board and Superintendent will meet bi-annually to discuss the progress the Superintendent is making toward the achievement of District goals and to discuss any other aspect of his performance or Board-Superintendent relationships as the Board and/or the Superintendent may deem appropriate.

The Superintendent evaluation instrument shall consist of two main components: (1) A review of the Superintendent's efforts in achieving the District's Annual Goals, and (2) A review of superintendent Administrative Performance Indicators.

District Annual Goals

The Superintendent evaluation process is intended to be an extension of the District's planning and continuing improvement process. Each goal should clearly state the District's desired outcome, the Superintendent's plan for achieving the goal, and an agreed upon method for measuring the effectiveness of the plan. Superintendent goals should answer two questions about District Goals:

1. What is going to change in the District as a consequence of having adopted the District Goal?
2. How will the Board know the change is succeeding in helping us fulfill the goals?

Administrative Performance Indicators

Administrative Performance Indicators are identified in the Superintendent's job description. It is generally accepted that a superintendent needs to address these areas to successfully provide effective stewardship for the Dripping Springs Independent School District. Indicators should address the following performance areas:

1. Instructional management
2. Organizational morale
3. Organizational improvement
4. Personnel management
5. Management of administrative, fiscal, and facilities functions
6. Student management
7. Community relations
8. Professional growth and development
9. Academic Excellence Indicators and Campus Performance Objectives
10. School board relations

The formative evaluation review will be held in January. The summative evaluation review will be held in June.

Timeline:

June 13, 2014

- Distribution of evaluation instrument and superintendent self-evaluation to each Board Member

June 13-20, 2014

- Completion of evaluation instrument by each board member individually
- Review and compilation of responses by Board of Trustees

June 23, 2014

- Meeting with Superintendent to discuss evaluation
- Summative evaluation of the Superintendent

The scale to be used in the evaluation of the Superintendent's performance is:

Needs Improvement

1 2 3

Meets Expectations

4 5 6

Exceeds Expectations

7 8 9

After each item is an area for comment. If you give the Superintendent a rating of 1, 2, or 3 on any item, it is expected that you will indicate with some specificity what the Superintendent would need to do to bring his performance into the "Meets Expectations" range. Comments with all ratings are encouraged to assist the Superintendent in developing a better understanding of the board member's perception of his performance.

Dripping Springs ISD Superintendent Evaluation 2013 – 2014 School Year

Goals Attainment

The Board of Trustees identified specific goals to address during the 2013-2014 & 2014-2015 school years. It is the understanding of the Board and the Superintendent that the Board will evaluate the Superintendent's performance on the progress made toward the achievement of these goals as part of his annual review.

Goal 1: *Maximize Achievement for Each Student*

1A: *Dripping Springs Learning Model*

The superintendent will:

- a) Review, revise, and re-communicate the Dripping Springs Learning Model, ensuring all staff members are committed to its implementation.
- b) Ensure alignment of the Dripping Springs Learning Model to the District Improvement Plan and Campus Improvement Plans.

1B: *Individualized Education Plans*

The superintendent will:

- a) Develop an action plan including a detailed timeline for the creation, implementation, ongoing assessment and modification of an individualized education plan for each student, which personalizes learning to accommodate unique needs.
- b) Oversee the implementation of the action plan in part (a), completing one full cycle by July 1, 2015.
- c) Present an interim evaluation of the implementation in part (b) to the Board by July 1, 2014.
- d) Present a full evaluation of the implementation in part (b) to the Board by July 1, 2015.

1C: *District Data Dashboard*

The superintendent will:

- a) Define the data to be included in the District Dashboard by February 1, 2014.
- b) Design the District Dashboard and populate it with the data defined in (a) by May 1, 2014.
- c) Present the state of the district to the board using an analysis of the District Dashboard by July 1, 2014.
- d) Modify and update the District Dashboard and will present a full cycle analysis of the state of the district's progress towards the Board's vision to the board by July 1, 2015.

Goal 1: *Maximize Achievement for Each Student - Rating*

Needs Improvement



Meets Expectations



Exceeds Expectations



COMMENTS:

Goal 2: *Provide Strategic Growth and Facilities Planning*

2A: *Facilities*

The superintendent will:

- a) Ensure efficient and adequate facilities are in place to meet the demands of the growing student body. Specifically, the superintendent will alleviate the pressure on both elementary and middle school facilities by August 2017. Benchmarks of progress towards this goal will include:
 - a. The board calling a bond election for May 2014 on February 24, 2014
 - b. Successful passage of the bond election in May 2014
 - c. Completion of the design process for new facilities by May 2015
 - d. Completion of construction by July 1, 2017
- b) Provide necessary extra-curricular facilities to meet the needs of the growing student body by August 2017. Benchmarks of progress towards this goal will include:
 - a. The board including necessary extra-curricular facilities in a bond election for May 2014
 - b. Successful passage of the bond election in May 2014
 - c. Completion of the design process for new facilities by May 2015
 - d. Completion of construction by July 1, 2017

- c) Ensure necessary maintenance, renovation, and upgrades are completed at all district facilities by July 1, 2017. Benchmarks of progress towards this goal will include:
 - a. The board including necessary maintenance, renovation, and upgrades in a bond election for May 2014
 - b. Successful passage of the bond election in May 2014
 - c. Completion of the design process for existing facilities maintenance, renovation, and upgrades by May 2015
 - d. Completion of construction by July 1, 2017

2B: *Balanced Demographics*

The superintendent will:

- a) Effectively manage attendance zones and feeder patterns for new facilities in order to balance the number of students in facilities across the district, while minimizing student transitions between campuses wherever possible.
- b) Communicate potential changes to attendance zones and feeder patterns effectively to the community and allow for sufficient public input into the process.

2C: *Financial Management*

The superintendent will:

- a) Effectively manage the maintenance and operation fund during the acquisition of necessary new land parcels, the issuance of bonds, the design and construction, and the staffing and operation of new facilities. The maintenance and operation tax rate will remain at \$1.04 per \$100 valuation.
- b) Effectively manage the interest and sinking fund during the acquisition of necessary new land parcels, the issuance of bonds, the design and construction, and the staffing and operation of new facilities. The interest and sinking tax rate may increase to \$0.50 per \$100 valuation.

2D: *Community Input*

The superintendent will:

- a) Facilitate community input through the Long Range Facilities Planning Committee, and the Citizen's Bond Steering Committee.
- b) Facilitate a third party telephone survey to gather input from potential voters in a bond election. Results of the survey will be presented to the Board by December 20, 2014.
- c) Facilitate a recommendation to the board from the Citizen's bond steering committee concerning the necessity, scope, and amount of a potential bond election for May 2014 by February 10, 2014.

- d) If the Board calls a bond election for May 2014, the superintendent will facilitate the two way communication necessary to inform the public of the facts of the election, as well as ensuring the efficient conduction of said election.

Goal 2: Provide Strategic Growth and Facilities Planning - Rating

Needs Improvement



Meets Expectations



Exceeds Expectations



COMMENTS:

Goal 3: Ensure Quality Personnel in All Positions

3A: *Tiger Family Culture*

The superintendent will:

- a) Ensure a safe, secure, and nurturing environment created by the ‘Tiger Family.’
- b) Ensure every member of the ‘Tiger Family’ understands they are critical to the culture of the district, and create the environment of the district through their daily actions.
- c) Oversee the creation, review, and modification of a quality selection process, compensation plan, and professional development program in order to recruit, train, and retain the highest quality personnel possible.

3B: *Life Changers*

The superintendent will:

- a) Ensure there is a life changing teacher in every classroom in the district.

3C: *Evaluation Tools*

The superintendent will:

- a) Oversee the design, creation, and implementation of an effective evaluation tool for every position in the district. These tools will be aligned and implemented during the 2014-2015 school year.

3D: *Wellness*

The superintendent will:

- a) Ensure access to the best possible healthcare plan at a reasonable cost for all employees.
- b) Oversee the creation of a wellness program for all district employees by July 1, 2014.

Goal 3: Ensure Quality Personnel in All Positions - Rating

Needs Improvement



Meets Expectations



Exceeds Expectations



COMMENTS:

Goal 4: Foster Effective Community Engagement and Communication

4A: *Community Partnerships*

The superintendent will:

- a) Continue to develop and manage community partnerships that result in measurable student success.
- b) Create a list of existing partnerships describing their intent and potential results by February 1, 2014.
- c) Present a report to the board describing new partnerships, and outcomes of existing partnerships by July 1, 2014.

4B: *Community Trust*

The superintendent will:

- a) Continue to build community trust and support through open and transparent two way communication with staff, parents, and the community.
- b) Ensure there is formal transition communication between grade levels both internally within each campus and externally between campuses by May 2014
- c) Modify existing faculty, student, and parent surveys to include questions regarding the implementation of individualized plans for each student by May 2014.

Goal 4: Foster Effective Community Engagement and Communication - Rating

Needs Improvement



Meets Expectations



Exceeds Expectations



COMMENTS:

Administrative Performance Indicators

The following administrative performance indicators are identified in the Superintendent’s job description. It is agreed a superintendent generally needs to address these areas successfully to provide effective stewardship for Dripping Springs Independent School District. Please offer your reflection on the Superintendent’s performance in each of these areas. **Comments for each of the items in this category are expected from each board member.** Whenever possible, please use specific examples. If necessary, use additional paper for your response.

EDUCATIONAL LEADERSHIP

- Is knowledgeable regarding emerging research, education programming, new technologies and their potential impact on education;
- Recognizes the impact of high expectations on student performance and the roles of standards and assessments in achieving these expectations;
- Delegates appropriately to encourage the continuous improvement of the educational program;
- Provides appropriate staff development opportunities;
- Provides leadership for the attainment of student performance based on the academic excellence indicators adopted by the State Board of Education and other indicators adopted by the Board;
- Provides leadership for development of yearly goals.

Needs Improvement



Meets Expectations



Exceeds Expectations



COMMENTS:

RELATIONS WITH THE BOARD OF TRUSTEES

- Adequately prepares the Board for board meetings including the timely distribution of agenda and adequate background materials;
- Provides appropriate and sound recommendations;
- Practices full disclosure of available information relative to Board decision making;
- Effectively orients new Board members;
- Implements Board policy effectively;
- Supports Board decisions with staff and community;
- Encourages Board growth and development;
- Recognizes and supports the respective roles of the Board and Superintendent;
- Prepares recommendations for policies to be adopted by the Board and oversees the implementation of adopted policies.

Needs Improvement



Meets Expectations



Exceeds Expectations



COMMENTS:

RELATIONS WITH THE STAFF

- Is accessible and responsive to staff needs;
- Maintains an open dialogue with the teacher's associations and leadership;
- Assures an effective evaluation system of all employees;
- Effectively supervises and evaluates personnel reporting to him/her; delegates well and holds others accountable;
- Encourages staff to show initiative and take risks;
- Acknowledges staff accomplishments; direct, assign, and evaluate all of the employees of the district consistent with Board policies and federal and state laws;
- Accepts all resignations of employees of the District consistent with the Board's policies (except the Superintendent's resignation, which must be accepted by the Board).

Needs Improvement



Meets Expectations



Exceeds Expectations



COMMENTS:

BUSINESS AND FINANCIAL MATTERS

- Effectively implements the District budget;
- Is sensitive to adequacy of resources when making recommendations;
- Advises the Board of potential fiscal concerns and/or issues immediately upon discovering them;
- Maintains a five year projection on resources based upon available data;
- Develops and maintains a multi-year strategic plan to keep expenditures in line with revenues;
- Provides the Board with all relevant financial data;
- Aligns the District budget with educational expectations and priorities;
- Prepares and submit to the Board annually a proposed budget covering all estimated revenue and expenditures of the District for the following fiscal year.

Needs Improvement



Meets Expectations



Exceeds Expectations



COMMENTS:

RELATIONS WITH THE COMMUNITY

- Is accessible and responsive to members of the community in a timely manner;
- Is visible in the community;
- Works effectively with booster organizations;
- Maintains a good working relationship with municipal officials, local not-for-profit organizations, the business community and state and national officials as appropriate.

Needs Improvement



Meets Expectations



Exceeds Expectations



COMMENTS:

OPERATIONS – MANAGEMENT AND ADMINISTRATION

- Oversees the overall operations of the District to assure effective and efficient operations;
- Implements staff relations equitably;
- Employs personnel consistent with Board policies;
- Effectively organizes, reorganizes, and arranges staff of the District;
- Develops and establishes administrative regulations, rules, and procedures which the Superintendent deems necessary for the efficient and effective operation of the District consistent with the Board’s lawful directives, the Board’s policies, and state and federal law.

Needs Improvement



Meets Expectations



Exceeds Expectations



COMMENTS:

Board of Trustees

Barbara Stroud _____

Shelly Reeves _____

Carrie Kroll _____

Tim Kurpiewski _____

Caroline Pekarek _____

Jon Thompson _____

Ron Jones _____

June 23, 2014