

Official
GEORGIA
SUPERINTENDENT
EVALUATION
INSTRUMENT

July 1, 2017-June 30, 2018
FY18

Georgia Department of Education

TASK 1: PERFORMS AS EDUCATIONAL LEADER OF THE SCHOOLS.

DIMENSIONS	RATING					COMMENTS
1.1 Supervises and evaluates assistants.	1	2	3	4	5	<p>Superintendent Reese:</p> <p>Meets regularly with principals, administrators, and other staff to review programs goals and to conduct periodic evaluations as appropriate.</p> <p>Is always up-to-the minute on all matters of curriculum and instruction.</p> <p>Does an excellent job communicating with the Board on all areas she feels are at the level of need to know/interest to the Board.</p> <p>Always relates Board beliefs/vision/mission to school personnel, students and community and connects them to how they apply to students.</p> <p>Has found ways to participate in professional development activities at little or no cost to the school system.</p> <p>Has excellent communication skills. She utilizes many forms of technology such SchoolCast text message service for both parents and school system. Twitter, Facebook, email, as well as other technology.</p> <p><i>New Rating Scale</i> <i>1 Unsatisfactory</i> <i>2 Needs Improvement</i> <i>3 Satisfactory</i> <i>4 Good</i> <i>5 Excellent</i></p>
1.2 Oversees planning and evaluation of curriculum and instruction.	1	2	3	4	5	
1.3 Collaborates with the Board in the preparation of long and short term operational and instructional goals utilizing technology.	1	2	3	4	5	
1.4 Communicates board beliefs/vision/mission to school personnel.	1	2	3	4	5	
1.5 Participates in professional activities to enhance knowledge and skills.	1	2	3	4	5	
1.6 Utilizes appropriate technology in the execution of his/her duties for maximum efficiency and effectiveness.	1	2	3	4	5	

TASK 2: SERVES AS CHIEF EXECUTIVE OFFICER OF THE SCHOOL BOARD.

DIMENSIONS	RATING					COMMENTS
2.1 Implements and explains policies and actions of the school board.	1	2	3	4	5	<p>Superintendent Reese: Understands the importance of keeping policies and procedures up-to-date and recommends changes as needed.</p> <p>Provides updates on various school programs and initiatives at monthly BOE meetings.</p> <p>Informs the BOE of any upcoming legislation that could impact the school system and researches and recommends viable solutions and/or alternatives when needed.</p> <p>Maintains great relationships with our State and Local officials and engages legal counsel if/when needed.</p> <p>Superintendent Reese does an excellent job keeping the Board informed about trends and developments in education.</p> <p><i>New Rating Scale</i> 1 <i>Unsatisfactory</i> 2 <i>Needs Improvement</i> 3 <i>Satisfactory</i> 4 <i>Good</i> 5 <i>Excellent</i></p>
2.2 Reports to the school board about the status of programs.	1	2	3	4	5	
2.3 Recommends actions and alternatives to the board.	1	2	3	4	5	
2.4 Acts as liaison between the school board and school personnel.	1	2	3	4	5	
2.5 Informs the board about rules and regulations of the Georgia Board of Education and state and federal laws.	1	2	3	4	5	
2.6 Informs the board about current trends and developments in education.	1	2	3	4	5	

TASK 3: OVERSEES STAFF PERSONNEL MANAGEMENT.

DIMENSIONS	RATING					COMMENTS
3.1 Ensures administration of personnel policies and programs.	1	2	3	4	5	Superintendent Reese: Meets with facility and staff at each school at least one a year to keep everyone informed and is open to two-way communication throughout the year to give employees the opportunity to voice their opinions.
3.2 Maintains up-to-date job descriptions for all personnel.	1	2	3	4	5	
3.3 Has a recruitment plan and organizes recruitment of personnel.	1	2	3	4	5	Uses multiple forms of communication to do an excellent job in the administration of policies and programs.
3.4 Recommends the assignment of personnel to schools and offices.	1	2	3	4	5	Does a great job planning for succession. The Leadership Academy program for potential teacher leaders has been very successful and continues to be used when identifying candidates for new positions.
3.5 Plans and implements personnel evaluation system that identifies the strengths and weaknesses of employees in the district.	1	2	3	4	5	
3.6 Collaboratively coordinates the staff development program to address the needs of employees in the district.	1	2	3	4	5	Uses very wise judgment in making personnel assignments. The LSGT's have had an active role in the interview/selection process for new principals and their input was valuable when making recommendations to the BOE.
						<p>Superintendent Reese actively seeks feedback from key stakeholders in the school system in an effort to identify and evaluate needs/opportunities and quickly implement solutions.</p> <p><i>New Rating Scale</i> <i>1 Unsatisfactory</i> <i>2 Needs Improvement</i> <i>3 Satisfactory</i> <i>4 Good</i> <i>5 Excellent</i></p>

TASK 4: OVERSEES OPERATIONAL SERVICES.

DIMENSIONS	RATING					COMMENTS
4.1 Prepares long - and short-range plans for facilities and sites.	1	2	3	4	5	<p>Superintendent Reese: Has worked tirelessly to develop and implement plans to ensure new or modernized facilities exist to serve all students. This has instilled pride in the school system and it's reflected in the staff and students at all facilities.</p> <p>Has set high expectations for all facilities to be kept clean and well maintained and any needed repairs to be completed quickly. Staffs at each school and system maintenance staff do an excellent of meeting these high expectations.</p> <p>Monitors all programs and stays in constant contact with all directors and building level administrators. She ensures the Board is updated at each board meeting on operational needs. ESPLOST project updates are included as well.</p> <p>Lead the school system to major safety innovations in FY 2018. Hiring of five new SROs to serve elementary schools was a major accomplishment.</p> <p><i>New Rating Scale</i> <i>1 Unsatisfactory</i> <i>2 Needs Improvement</i> <i>3 Satisfactory</i> <i>4 Good</i> <i>5 Excellent</i></p>
4.2 Maintains and implements policies for the use of school property.	1	2	3	4	5	
4.3 Ensures the maintenance of school property.	1	2	3	4	5	
4.4 Monitors any construction, renovation, or demolition of school facilities.	1	2	3	4	5	
4.5 Oversees and implements policies for safe school facilities.	1	2	3	4	5	
4.6 Maintains an inventory of schools, buildings and grounds.	1	2	3	4	5	
4.7 Monitors the pupil transportation system.	1	2	3	4	5	
4.8 Monitors the food service programs.	1	2	3	4	5	
4.9 Develops and monitors the school safety plan.	1	2	3	4	5	
4.10 Supervises student support services.	1	2	3	4	5	

TASK 5: OVERSEES FINANCIAL MANAGEMENT.

DIMENSIONS	RATING					COMMENTS
5.1 Reports to the school board on the financial condition of the school district and of schools.	1	2	3	4	5	<p>Superintendent Reese: Does an excellent job keeping Board informed of finances/expenditures. She ensures detailed up-to-date financial reports and ESPLOST expenditure/bond updates are presented at each BOE meeting.</p>
5.2 Implements a comprehensive budget preparation process that includes input from various stakeholders.	1	2	3	4	5	<p>Has ensured that the school system finances have been extremely well managed for several years. As a result:</p>
5.3 Ensures that expenditures are within limits approved by the school board.	1	2	3	4	5	<p>(1) the System’s financial reserves are back in the “healthy” range after being reduced for several years due to the “Great Recession;”</p>
5.4 Monitors compliance with policies and laws.	1	2	3	4	5	<p>(2) several previously thought unattainable goals in the Strategic Plan will be implemented in FY 2019 including increasing staff pay via increase in teacher supplements, coaching supplements, and non-certified pay scales as well as reducing class size by adding several teaching positions.</p> <p>(3) the Board received an award by the State Department of Audits, which points out that through the Superintendent’s leadership we are following all state and federal financial guidelines.</p>
						<p><i>New Rating Scale</i> 1 Unsatisfactory 2 Needs Improvement 3 Satisfactory 4 Good 5 Excellent</p>

TASK 6: DIRECTS COMMUNITY RELATIONS ACTIVITIES.

DIMENSIONS	RATING					COMMENTS
6.1 Involves the community in planning and problem-solving for the schools.	1	2	3	4	5	<p>Superintendent Reese: Does an excellent job involving the community and keeping them informed of major issues and decisions made for our students and the school system.</p>
6.2 Articulates educational programs and budgetary needs to the community.	1	2	3	4	5	
6.3 Establishes and maintains proper relationships with the news media.	1	2	3	4	5	<p>Does an excellent job representing the Board by actively participating in various civic organizations either by attending meetings and/or sitting on their board. She holds community meetings for input/information as necessary and hosts a segment on a local TV channel.</p>
6.4 Participates in community activities.	1	2	3	4	5	<p>Frequently appearances on local community TV program informing community of Board's mission, vision, beliefs and answering questions about our schools.</p>
						<p>Superintendent Reese is the face of Catoosa County Schools and a well-respected individual in Catoosa County.</p>
						<p><i>New Rating Scale</i> <i>1 Unsatisfactory</i> <i>2 Needs Improvement</i> <i>3 Satisfactory</i> <i>4 Good</i> <i>5 Excellent</i></p>

SUPERINTENDENT ANNUAL EVALUATION SUMMARY

This is the composite Summary Evaluation by the board of education of the ratings for the dimensions and tasks from the Superintendent Evaluation Instrument.

*Consensus Rating
for Dimension*

*Satisfactory/Needs
Improvement for Tasks as
Determined by Majority Vote*

Task 1: PERFORMS AS EDUCATIONAL LEADER OF THE SCHOOLS

Dimensions

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------|-----|---|
| 1.1 Supervises and evaluates assistants. | 1.1 | 5 |
| 1.2 Oversees planning and evaluation of curriculum and instruction. | 1.2 | 5 |
| 1.3 Collaborates with the Board in the preparation of long and short term operational and instructional goals utilizing technology. | 1.3 | 5 |
| 1.4 Communicates board beliefs/vision/mission to school personnel. | 1.4 | 5 |
| 1.5 Participates in professional activities to enhance knowledge and skills. | 1.5 | 5 |
| 1.6 Utilizes appropriate technology in the execution of his/her duties for maximum efficiency and effectiveness. | 1.6 | 5 |

TASK 1 ___ 5 ___

TASK 2: SERVES AS CHIEF EXECUTIVE OFFICER OF THE SCHOOL BOARD

Dimensions

- | | | |
|-----------------------------------------------------------------------------------------------------------------|-----|---|
| 2.1 Implements and explains policies of the school board. | 2.1 | 5 |
| 2.2 Reports to the school board about the status of programs. | 2.2 | 5 |
| 2.3 Recommends actions and alternatives to the board. | 2.3 | 5 |
| 2.4 Acts as liaison between the school board and school personnel. | 2.4 | 5 |
| 2.5 Informs the board about rules and regulations of the Georgia Board of Education and state and federal laws. | 2.5 | 5 |
| 2.6 Informs the board about current trends and developments in education. | 2.6 | 5 |

TASK 2 ___ 5 ___

TASK 3: OVERSEES STAFF PERSONNEL MANAGEMENT

Dimensions

- | | | |
|--------------------------------------------------------------------|-----|---|
| 3.1 Ensures administration of personnel policies and programs. | 3.1 | 5 |
| 3.2 Maintains up-to-date job descriptions for all personnel. | 3.2 | 5 |
| 3.3 Has a recruitment plan and organizes recruitment of personnel. | 3.3 | 5 |
| 3.4 Recommends the assignment of personnel to schools and offices. | 3.4 | 5 |

TASK 3 ___ 5 ___

Consensus Rating

*Satisfactory/Needs for Dimension
Improvement for Tasks as
determined by Majority Vote*

- 3.5 Plans and implements personnel evaluation system that identifies the strengths and weaknesses of employees in the system. 3.5 5
- 3.6 Collaboratively coordinates the staff development program to address the needs of employees in the district 3.6 5

Task 4: OVERSEES OPERATIONAL SERVICES

Dimensions

- 4.1 Prepares long-range and short-range plans for facilities and sites. 4.1 5
- 4.2 Maintains and implements policies for the use of school property. 4.2 5
- 4.3 Ensures the maintenance of school property. 4.3 5
- 4.4 Monitors any construction, renovation, or demolition of school facilities. 4.4 5
- 4.5 Oversees and implements policies for safe school facilities. 4.5 5
- 4.6 Maintains an inventory of schools, building and grounds. 4.6 5
- 4.7 Monitors the pupil transportation system. 4.7 5
- 4.8 Monitors the food service programs. 4.8 5
- 4.9 Develops and monitors the school safety plan. 4.9 5
- 4.10 Supervises student support services. 4.10 5

TASK 4 5

TASK 5: OVERSEES FINANCIAL MANAGEMENT

Dimensions

- 5.1 Reports to the school board on the financial condition of the school system. 5.1 5
- 5.2 Implements a comprehensive budget preparation process that includes input from various stakeholders. 5.2 5
- 5.3 Ensures that expenditures are within limits approved by the school board. 5.3 5
- 5.4 Monitors compliance with policies and laws. 5.4 5

TASK 5 5

TASK 6: DIRECTS COMMUNITY RELATIONS ACTIVITIES

Dimensions

- 6.1 Involves the community in planning and problem solving for the schools. 6.1 5
- 6.2 Articulates educational programs and needs to the community. 6.2 5
- 6.3 Establishes and maintains proper relationships with the news media. 6.3 5
- 6.4 Participates in community activities. 6.4 5

TASK 6 5

STRENGTHS AND IMPROVEMENTS

Strengths

CCPS as well as the community at large are lucky to have such an outstanding and award-winning superintendent.

Superintendent Reese is committed to making decisions based on what is best for our students. She is transparent in making important decisions and actively involves the community in the decision-making process.

Her communication skills and deep-seated desire to communicate effectively set her apart in leadership skills and make her the face of CCPS as well as making the school system a recognized major asset for Catoosa County.

Superintendent Reese's performance was outstanding in FY 2018, as usually. Of particular note were (1) hiring of five new SROs to serve elementary schools) and (2) the ability to start implementing several previously thought unachievable goals in the Strategic Plan (increasing supplements, reducing class size, and hiring more SRO's).

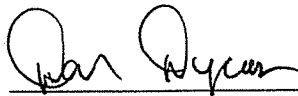
Area(s) for Improvement – N/A

This evaluation has been given in writing to the superintendent and has been discussed in executive session by the board/board chair and the superintendent on _____ (date).
Based on this evaluation instrument the superintendent has received an overall rating of:

Please circle one:

Satisfactory

Unsatisfactory



Board Chair Signature

Date 9-4-18



Superintendent Signature

Date 9-4-18

FY 2018 (2017-2018) Superintendent Extra Goals

Superintendent Task # 1: The Superintendent will develop a plan for the Catoosa College and Career Academy

Indicators – The superintendent will:

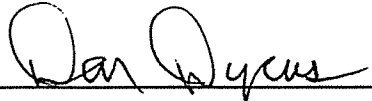
1. Develop a timeline
2. Implement Planning Grant
3. Conduct feasibility study
4. Establish business partnerships
5. Communicate with the community
6. Prepare to submit grant

Was the performance requirement met? YES NO


Comments:

The Superintendent introduced the concept of a College and Career to the BOE in FY 2017 and continued in FY2018 by making numerous major steps to bring the concept into focus. She introduced the idea to local elected officials at an intergovernmental meeting in fall 2017 where it was well received and followed that with a meeting and polling businesses, GTNC, Dalton College, elected officials, system administrators, and BOE. Attendees gave unanimous support to move forward. She then coordinated visiting several Academies in north Georgia. She then assembled a Career Academy Steering Committee to determine pathways to be offered that meshed with local labor needs. She will continue into FY 2019.

Evaluation Date(s) 9-4-18



President, Board of Education



Superintendent

FY 2018 (2017-2018) Superintendent Extra Goals

Superintendent Task # 2: The Superintendent will conduct a detailed review of the System’s Strategic Plan and Board Policies to determine if changes are necessary to ensure alignment with the Charter System Contract that was approved by GaDOE in June 2016

Indicators – The superintendent will:

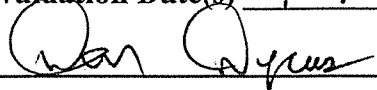
1. Assign directors to review their areas
2. Meet with directors to review changes
3. Report requested changes to the board
4. Update strategic plan and board policies
(List other indicators as needed)

Was the performance requirement met? X YES NO

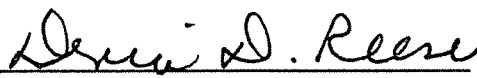
Comments:

Inherent in changing to a Charter School System governance structure was a need to review,
align, and update the school system strategic plan and policies. The Superintendent
successfully lead both of these major efforts. Policies were reviewed and revised as
appropriate following meetings with the Superintendent, school system directors, the board
attorney, and GSBA staff and attorney. The revised policies were then presented to the BOE
for review and approval and then made available to the public in the GSBA eboard website.
Alignment of the school system’s Strategic Plan with the Charter System Contract was
accomplished by the Superintendent working with each director to review their respective
area(s) of responsibility. The updated Plan was then presented to the BOE.

Evaluation Date(s) 9-4-18



President, Board of Education



Superintendent

FY 2018 (2017-2018) Superintendent Extra Goals

Superintendent Task # 3: FY 2018 will be a significant year in implementation of ESPLOST V projects with several major projects occurring simultaneously. The Superintendent will provide detailed oversight of each project to ensure planned progress is made on schedule and within budget.

Indicators – The superintendent will:

1. Monitor the installation of Sielox and report progress on all safety projects
2. Monitor the major revitalization project at Graysville Elementary school and report progress
3. Monitor the athletic fields and facilities at Ringgold Middle School and report progress
4. Monitor Let's Get CONNECTed technology implementation
5. Conduct ESPLOST committee meetings
6. Provide ESPLOST committee meeting minutes to the Board
7. Provide updates on all ESPLOST V projects at Board meetings

Was the performance requirement met? X YES NO

Comments:

The Superintendent successfully managed all ESPLOST projects to either significant progress or completion in FY 2018. Monthly progress reports were provided to the BOE at each Board meeting. Major safety upgrades completed in FY 2018 included installation of (1) Sielox system, (2) security camera/surveillance equipment, and (3) photo-required buzz-in systems at all schools. Ringgold Middle School athletic fields and facilities as well as the Let's Get Connected technology initiative were completed in FY 2018. Significant progress was made on the major rebuilding project at Graysville Elementary in FY 2018.

Evaluation Date(s) 9-4-18

 Don Dykes

President, Board of Education

 David D. Reese

Superintendent