

**Evaluation of the Superintendent****PURPOSE**

Annually, at a date, time and place determined by the Board and the Superintendent, the Board members shall conduct a summative (final) evaluation of the Superintendent. All Board members and the Superintendent shall be present at this meeting, and each Board member shall have completed the evaluation forms prior to attending the meeting.

In closed session, the Board may compile information and conduct preliminary discussions regarding the summative evaluation. The Board and the Superintendent will have the opportunity to attach written statements to the evaluation form prior to adoption of the summative evaluation.

The final summative evaluation shall be discussed and adopted in open session.

The Board and Superintendent may conduct formative evaluations at any time to be used in planning a program of professional development to address areas in need of improvement.

**INSTRUCTIONS**

1. Based on the evidence from observations and discussion, the members of the Board shall rate the basic elements of the Superintendent's performance according to the evaluation document.
2. The Superintendent shall be provided an opportunity to respond to the ratings and comments.
3. The Board and the Superintendent shall discuss the results of the appraisal and any recommended action.
4. The Superintendent, the Board Chairperson and the Board Vice-Chairperson shall sign and date the evaluation document.
5. The documents shall be filed in the Superintendent's personnel folder located in the Central Office.
6. Read carefully the rating descriptions.
7. Mark an "X" in the box below the designated level most descriptive of actual performance. If you are unable to react to any specific item, leave the box blank.
8. Add any general comments and/or suggestions.

**RATING DESCRIPTION:**

1. VERY INADEQUATE: Incompetent \_\_\_\_\_
2. NEEDS STRENGTHENING: Limited performance, knowledge and/or experience – specific need for professional growth experiences.
3. SATISFACTORY PERFORMANCE: Good knowledge and/or experience – could benefit from professional growth experiences.
4. BETTER THAN AVERAGE PERFORMANCE: Comprehensive knowledge and experience – capable of supervision, research, planning – could contribute to professional growth programs.
5. SUPERIOR PERFORMANCE: Outstanding.

**Composite Evaluation of the Superintendent****A. RELATIONSHIP WITH THE BOARD**

Rating\*:

1	2	3	4	5
			XXX	XX

Comments and/or suggestions by Board: \*\*Great job keeping the Board informed with weekly updates which are very thorough. \*\*Open door policy is a great tool for keeping lines of communication open and for Board trust. \*\*Good communication through weekly updates and regular updates on pressing issues. \*\*Open and honest discussion on issues, provides a well researched background. \*\*Does not push agenda items on the Board. \*\*Listens to Board feedback and requests and acts on them. \*\*Readily available and accessible by phone for questions or discussions. \*\* Appears to consider all board members opinions. \*\*Will improve with experience. \*\* Shows equal respect to all board members even if he disagrees with the board member. \*\* Never demeaning or shuts board member's opinions out. \*\*Mr. Ballard has worked over the first year to build a strong working relationship with the board through weekly updates and through organizing a very thorough board retreat.

Superintendent's Comments: *I appreciate the board's commitment to the students and staff of Elizabethtown Independent Schools. It is very helpful to gain feedback from the board on issues of concern. This board does an outstanding job of communicating needs of those it represents. A well informed board makes the right decisions and the communication we have has been very helpful.*

## B. COMMUNITY RELATIONSHIPS

Rating:

1	2	3	4	5
			XXX	XX

Comments and/or suggestions by Board: \*\*Very civic minded with the Rotary Club and other community events. \*\*Enjoyed hearing about the EHS history presentation to Rotary Club. Great community spokesman for our school system. \*\*Active in community activities and organizations. \*\*Attends school functions throughout the District. \*\*Works well with media outlets; paper and radio. \*\*Has strong ties with community organizations and is seen at community activities. \*\* Is visible in community. \*\*Mr. Ballard has continued to build on community relationships already established between the district and various community partnerships. \*\*He has also participated in various community civic groups as a representative of our school district.

Superintendent's Comments: *This is an area that I feel I can be more productive. Having a comprehensive community relations program in a district is vital. This is an area that I will look for improvement by finding ways to share the great things happening in our district with our community. The board's willingness to provide a "Workforce Readiness Coordinator" will be one step toward this goal.*

**Composite Evaluation of the Superintendent****C. EDUCATIONAL LEADERSHIP**

Rating:

1	2	3	4	5
			XXXX	X

Comments and/or suggestions by Board: \*\*Addressing both current and future needs of our children with a great leadership team in place at the Central Office. \*\*Relies on professional staff's input and recommendations to make clear defined educational decisions. \*\*Appears to have the evaluation and observation system in place to hold administrators accountable for the success of meeting District educational expectations and is very active in the program. \*\*I'm looking forward to seeing how the accountability will positively affect the testing scores at each school. \*\*Ensures staff attends educational/professional development training. \*\*Appears to have student's best interests at center of all decisions. \*\* Not afraid to make tough decisions and have tough conversations with teachers and administrators that need improvement. \*\*Understands that getting the best teachers and best administrators will improve the quality of education to students. \*\* He has long term ideas and has the districts strategic plan guiding his decisions. \*\*This will improve with experience. \*\*Mr. Ballard has established himself as a leader for our district staff educationally in setting goals and high expectations for not only all faculty and staff but for him as well.

Superintendent's Comments: *We have many strong instructional leaders in this district. It has been a joy to share ideas with each of them and the board to continue our quest for excellence.*

### **Composite Evaluation of the Superintendent**

#### **D. BUSINESS AND FINANCE**

Rating:

1	2	3	4	5
			XXXX	X

Comments and/or suggestions by Board: \*\*Seems to have a good knowledge base of the budget process and setting realistic goals of school spending. \*\*Wonderful job educating each of the schools on how the budget actually works. \*\*Provides clear, understandable guidance and information regarding business plans and financial obligations. \*\*Clearly communicated the business and financial operations to all District employees for their understanding of the decisions the board makes. \*\*Makes wise business decisions with students at center of decisions. \*\*Has a genuine interest in finance that will get better with experience and time. \*\*Seems to really study the district finances and has interest in this area. \*\*Mr. Ballard has acknowledged his commitment to understand in detail all aspects of the district's financial operations and has already implemented budgetary modifications and formulas for fiscally responsible school allocations.

Superintendent's Comments: *This is certainly one of the areas I have focused on this year. In these trying financial times, this area becomes critical. With the help of our finance director and other trainings along the way, I have started my quest to become knowledgeable in this arena. I have always understood school finance and funding but, district-wide budgeting has been new to me and I expect to continue to improve in this area with experience.*

**Composite Evaluation of the Superintendent****E. PERSONAL QUALITIES**

Rating:

1	2	3	4	5
			XXX	XX

Comments and/or suggestions by Board: \*\*Honest, trustworthy, sense of humor, dependable, laid back, and good communicator are a few of the personal qualities I would use to describe Jon. \*\*Jon has shown himself to be driven and motivated. \*\*Jon does not shy away from difficult issues and address issues in a logical, firm, and professional manner. \*\*He is upfront with information presented to the Board so the Board can make sound decisions using credible information. \*\*He is good natured and respected. \*\*Level headed, cool under pressure, understanding and compassionate. \*\*Has a genuine desire and has the self motivation to get the best teachers and administrators. \*\* Has a genuine "love" for the E-town district. \*\* Not just another job for him. \*\*Mr. Ballard has demonstrated his desire to serve as a role model for not only the district's administration, faculty, and staff, but for our students as well. \*\*He has built relationships not only with those who are employed by the district and those in the community, but with our district's families and most importantly our kids.

Superintendent's Comments: *I believe that making sure that I gather all information and keep kids first, I can make decisions that I can defend. Developing that trust with faculty and staff have been a priority and will continue to be important going forward.*

**Composite Evaluation of the Superintendent****F. PLANNING**

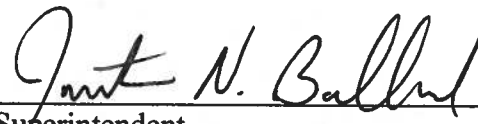
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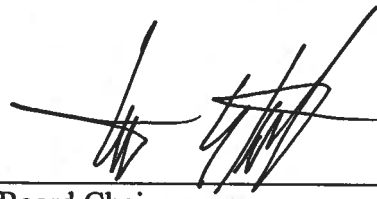
1	2	3	4	5
			XXX	XX

Comments and/or suggestions by Board: \*\*Has set a good tone for budget planning and for preparing our students to not only meet their educational needs, but the needs of the community as well. \*\*Has a good organizational skill which promotes effective, time efficient, productive plans and meetings. \*\*For examples, develops plans to provide professional development for district employees, develops plans to provide briefings on budget and fiscal spending to employees, and establishes an effective and productive Board Agenda. \*\*He plans ahead for meetings and also has a long term vision for our district. \*\* He seems to understand that the strategic plan will guide us to future planning for the district. \*\*Mr. Ballard's successful completion of his Capstone Presentation was clear evidence of his commitment to always be prepared and professional and to carefully plan for the best possible outcome in any endeavor. His presentation was thorough and thoughtful and yet another example his impeccable leadership qualities.

Superintendent's Comments: *I have utilized my 30-60-90 day plan for entry which has helped. After spending a year learning more about the district from this perspective, I hope to begin more long range planning in the near future.*

Signatures:

  
Superintendent

  
Board Chairman

Date:

7/21/14

\_\_\_\_\_  
Vice-Chairman