

**South Lewis Central Schools
Superintendent Evaluation
2017.18**

The South Lewis Superintendent Evaluation is designed to help the Board of Education and Superintendent of Schools boards and develop thoughtful, constructive evaluations that advance district goals and keep the leadership team healthy.

An effective evaluation requires commitments from both the Board of Education and Superintendent of Schools as outlined below:

Board Member Commitments

- Participate in the agreed upon process and evaluation discussions with honesty and integrity.
- Each board member should rate all performance indicators and goals based on evidence.
- Identify the Superintendent's strengths and areas for improvement

Superintendent Commitments

- Understand, agree to and participate in the articulated process and evaluation discussions.
- Gather and provide information and evidence if requested by the Board.

The format of evaluation will be a rubric style evaluation to determine levels of performance for the Superintendent. Each section contains particular indicators with specific criteria to rate the performance level. The five evaluation areas, listed below, are to be scored on a HEDI scale of Highly Effective, Effective, Developing, and Ineffective. Should any indicator and/or section be rated Developing or Ineffective it must be supported by evidence and commented upon.

- Relationship with the Board
- Community Relations
- Staff Relations
- Business and Finance
- Instructional Leadership

In addition to these five basic areas the Superintendent will also set goals.

Superintendent Evaluation Process and Timeline

July-September

- Board and Superintendent review evaluation process
- Board and Superintendent agree upon goals

January-March

- Superintendent conducts a self-assessment
- Superintendent and Board hold a meeting to review goals, self-assessment, and overall evaluation progress/status

April-June

- BOE members individually complete Superintendent Evaluation
- Superintendent and Board hold a meeting to reflect on the year, review goals, and overall evaluation
- Board President finalizes/compiles/writes the evaluation of Superintendent

A. Relationship with the Board

	Ineffective	Developing	Effective	Highly Effective	Rating
Information	Does not provide the information the board needs to perform its responsibilities.	Keeps only some members informed, making it difficult for the board to perform its responsibilities.	Keeps the board informed with appropriate information as needed so it may perform its responsibilities.	Keeps all board members informed with appropriate, regular communication so it may perform its responsibilities.	
Materials and background	Meeting materials aren't available. Members arrive at meetings without any prior information regarding agenda.	Meeting materials are incomplete, and don't include supporting information.	Materials are provided. Some supporting information is included.	Meeting materials are provided with supporting information in order to make informed decisions.	
Board questions	Board questions are rarely answered.	Board questions are answered, but not all members are apprised of relevant questions/answers.	Board questions are addressed with occasional follow-up to members.	Board questions are answered thoroughly with communication to all members to ensure understanding.	
Policy involvement	Makes decisions without regard to adopted policy.	Is minimally involved in the development, recommendation and administration of district policies.	Is actively involved in the development, recommendation and administration of district policies.	Is proactive in the determination of district needs and policy priorities.	
Board development	Doesn't promote board development.	When asked, provides members with information about board development.	Provides members with information regarding board development opportunities when they arise.	Actively and continuously encourages board development by seeking and communicating opportunities.	
Category Rating					
Comments:					

B. Community Relations

	Ineffective	Developing	Effective	Highly Effective	Rating
District image	Is negative about the district.	Doesn't actively promote the district.	Projects a positive image of the district <i>as expected.</i>	Projects and promotes a positive image of the district.	
Communication with community	Isn't readily available.	Provides appropriate information only when asked.	Actively seeks two-way communication with the community as appropriate.	Actively seeks communication, as appropriate, and works to provide alternative means of contact with the community.	
Media relations	Communicates with the media only when requested.	Isn't proactive, but is cooperative with the media.	Promotes the district in the media.	Initiates and actively engages the media.	
Approachability	Is neither visible nor approachable by members of the community.	Is visible, at a distance.	Is visible and approachable by members of the community.	Is visible and approachable by members of the community. Attends a variety of events.	
Category Rating					
Comments:					

C. Staff Relationships

	Ineffective	Developing	Effective	Highly Effective	Rating
Internal communications	Doesn't have a specific system to inform staff of important matters.	Is inconsistent in keeping staff informed of important matters.	Keeps staff informed of most important matters.	Establishes a system of keeping staff continually informed of important matters.	
Personnel matters	There is no system to handle personnel matters in a consistent manner. Some situations may be handled with bias.	A system has been established, but it is not applied consistently.	A system is used to address personnel matters with consistency, fairness, discretion and impartiality.	Establishes a system that is proactive with personnel matters. Personnel policies are routinely discussed and promoted.	
Delegation of duties	Doesn't delegate duties. Maintains personal control over all district operations.	Delegates duties to staff, but retains final decision-making authority.	Delegates responsibility to staff within their abilities and then provides support to ensure their success.	Delegates responsibility to staff that will foster professional growth, leadership and decision-making skills.	
Recruitment	There is no formal recruitment process and/or hires are considered in an arbitrary manner.	A formal recruitment process is in place, but is not used consistently.	Follows a formal recruitment process for each hiring opportunity.	Follows a formal recruitment process for each hiring opportunity. Actively recruits the best staff available and encourages their application to the district.	
Visibility	Seldom visits buildings.	Is present at building programs and special activities.	Visits buildings/classroom as time permits.	Regular visits to buildings and classrooms are a priority item.	

Category Rating	
Comments:	

D. Business and Finance

	Ineffective	Developing	Effective	Highly Effective	Rating
Budget development and maintenance	Superintendent's budget knowledge is limited. The budget is developed and managed without taking into consideration current needs of the district.	Superintendent works to develop and manage the budget to meet the immediate fiscal issues. Decisions are primarily reactive to current needs of the district.	Budget actions are proactive and consider the most current information and data. A balance is sought to meet the needs of students and remain fiscally responsible to the community.	Budget actions are proactive and consider both current and long-range information and data. A balance is sought to meet the current and future needs of students and remain fiscally responsible to the community.	
Budget reports	Doesn't report financial information to the board except with the annual audit.	Reports the status of financial accounts as requested by the board.	Regularly reports to the board concerning the budget and financial status.	Constant flow of budgetary/ financial information provided with discussion of the ramifications of any changes.	
Facility management	A facilities management plan is not created. Maintenance is only performed when absolutely needed.	Facilities needs are discussed internally, but a plan is not created. Issues are addressed on an as-needed basis.	A facilities management plan is in place that includes the current status of the buildings and the need to improve any facilities in the future.	Facilities management plan in place, includes current status of buildings and the need to improve facilities in the future, with a projected plan to secure funding.	
Resource allocation	Resources are allocated without consideration of district needs.	Resources are allocated to meet immediate needs.	Resources are distributed based upon district goals and seek to meet immediate objectives.	Resources are distributed based upon district goals and seek to meet immediate and long-range objectives.	
Category Rating					
Comments:					

E. Instructional Leadership

	Ineffective	Developing	Effective	Highly Effective	Rating
Professional knowledge	Is unaware of current instructional programs.	Is somewhat knowledgeable of current instructional programs. Relies on others for info./data.	Demonstrates knowledge of current instructional programs, and is able to discuss them.	Demonstrates knowledge and comfort with current instructional programs. Seeks to communicate with others how the district is implementing best practices.	
Self-improvement	Does not participate in professional development opportunities.	Passively participates in some professional development opportunities.	Seeks to learn and improve upon personal and professional abilities. Attends professional conferences when appropriate.	Eagerly seeks to learn and improve upon personal and professional abilities. Is able to apply this new learning for the benefit of the district. Participates actively in professional groups and organizations.	
Focus on students	Focus is on the management of the district and maintaining day-to-day operations. Student achievement isn't the priority.	Student achievement is a concern, but does not always guide decisions made within the district.	Student achievement is important and guides decisions made within the district.	Places student achievement as the top priority and consistently communicates this to others. Bases decisions on improving student achievement. This priority is reflected in the budget.	
Staff development	Staff development isn't provided. Staff members are responsible for their own improvement.	Staff development programs are offered based upon available opportunities.	Staff development programs are offered based upon available opportunities that are targeted toward increasing student achievement.	Staff development programs are targeted toward district-specific goals and are sustained to increase student achievement.	
Curriculum	Curriculum isn't a priority in the district.	Allows teachers to define their own curriculum. There is little or no coordination.	A curriculum is in place that seeks to meet the state standards.	There is an on-going review process to be sure the curriculum is aligned to the state standards and meets the needs of our students.	
Category Rating					
Comments:					

South Lewis Central Schools Superintendent Evaluation

The following specific goals have been developed and agreed upon:

Goal 1 - Will educate all stakeholders of the capital project and promote it prior to the public referendum A. Relationship with the Board (Information and Materials & Background) B. Community Relations (District Image, Communication with Community, Media Relations, and Approachability) C. Staff Relationships (Internal Communications) D. Business and Finance (Facility Management)					
	Ineffective	Developing	Effective	Highly Effective	Rating
	Shows no progress toward meeting the goal	Shows progress but did not meet the goal	Meets the established goal	Exceeds the established goal	

Goal 2 - Will support awareness of and the successful implementation of the SBHC (including Mental Health), SBDP, SRO, and 1:1 Technology Device Initiative B. Community Relations (Media Relations) C. Staff Relationships (Internal Communications and Delegation of Duties) E. Instructional Leadership (Staff Development)					
	Ineffective	Developing	Effective	Highly Effective	Rating
	Shows no progress toward meeting the goal	Shows progress but did not meet the goal	Meets the established goal	Exceeds the established goal	

Goal 3 - Will make regular visits to buildings and classrooms C. Staff Relationships (Visibility) E. Instructional Leadership (Focus on Students)					
	Ineffective	Developing	Effective	Highly Effective	Rating
	Shows no progress toward meeting the goal	Shows progress but did not meet the goal	Meets the established goal	Exceeds the established goal	

Determining the Overall Evaluation Rating

Superintendent's name:	Douglas Premo	School year:	2016-17
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RATINGS ON INDIVIDUAL DOMAINS:

A. Relationship with Board	Ineffective	Developing	Effective	Highly Effective
B. Community Relations	Ineffective	Developing	Effective	Highly Effective
C. Staff Relationships	Ineffective	Developing	Effective	Highly Effective
D. Business & Finance	Ineffective	Developing	Effective	Highly Effective
E. Instructional Leadership	Ineffective	Developing	Effective	Highly Effective

OVERALL RATING:	Ineffective	Developing	Effective	Highly Effective
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Comments by Board of Education:

Comments by the Superintendent:

Superintendent's Signature: _____ Date: _____

Board President's Signature: _____ Date: _____

(The administrator's signature indicates that he or she has seen and discussed the evaluation; it does not necessarily denote agreement with the evaluation.)

South Lewis Central Schools Board of Education Goals 2017-18

The Board of Education will educate all stakeholders of the capital project and promote it prior to the public referendum.

The Board of Education will educate and inform itself of the Every Student Succeed Act (ESSA) and its impact on South Lewis Central School District.

South Lewis Senior High School

TURIN, NEW YORK 13473

Telephone (315) 348-2520

Mr. Chad Luther
High School Principal

Mr. Douglas Premo
Superintendent of Schools



Memorandum

To: Mr. Douglas Premo
From: Mr. Chad Luther
Subject: Curriculum Material Disposal
Date: 8/7/17

Please see the attached list of items for discard. Ms. Marks approached me with this list of items that are obsolete, broken, or otherwise no longer in use by the class. Because of their age, they are beyond repair. Due to the listed items having been replaced and no longer being useful for support of the curriculum, I am requesting to discard these items. Ms. Marks will investigate a potential return of the items for credit before being discarded.

From: **BERANDA MARKS** BMARKS@southlewis.org
Subject: Items to be removed from classroom 112
Date: August 7, 2017 at 11:09 AM
To: CHAD LUTHER CLUTHER@southlewis.org
Cc: DOUGLAS PREMO DPREMO@southlewis.org, BERANDA MARKS BMARKS@southlewis.org



Dear Mr. Luther,

I am writing to request permission to have the following 3 items removed from room 112 for disposal or return to manufacturer (RealityWorks Inc.) for possible exchange credit. These items have recently been replaced and are no longer functional as classroom resources.

BABY THINK IT OVER DOLLS

MAKE AND MODEL #:

1. CAUC MALE RCB11 SN: RCM006043597 REV 004
2. CAUC MALE RCB11 PLUS SN: RCMPLO70629903 REV 001
3. CAUC FEMALE RCB11 SN: RCFPLO70629966 REV 001

Please let me know if you have any questions. They are packed in a boxed labeled " 2006 BTIO Dolls" near the door in room 112.

Thanks,
Beranda

Beranda Marks

Family and Consumer Science Teacher

South Lewis Central School
Middle School/High School
315-348-2570

**MEMORANDUM OF
AGREEMENT BETWEEN
SOUTH LEWIS CENTRAL SCHOOL DISTRICT
AND
LEWIS COUNTY PUBLIC HEALTH
AGENCY**

This agreement is cooperatively entered into, effective on the date of its proper execution by both parties, and remaining in effect until altered by both parties, by and between **South Lewis Central School District** (hereinafter referred to as "School"), located at 4264 E Rd, Turin, NY 13473 and **Lewis County Public Health Agency** (hereinafter referred to as "Public Health"), located at 7785 N. State Street, Suite 2, Lowville, NY 13367.

WHEREAS, Public Health has the responsibility to develop a bioterrorism or large-scale communicable disease outbreak preparedness and response plan assigned by the New York State Department of Health and the National Centers for Disease Control and Prevention, and

WHEREAS, part of that plan must include the assignment of appropriate sites for carrying out mass immunization clinics or medication distribution (Point of Distribution or POD site) to the entire population of Lewis County, and

WHEREAS, Public Health must select locations which provide for adequate security, separate rooms for health information and informed consent, health screening, immunization administration or medication distribution, emergent care, follow-up health teaching, and

WHEREAS, Public Health must select locations which provide audiovisual equipment, restroom facilities, a large room with separate access and egress, driveway facilities which can accommodate bus drop off and pick up of people, and which can be made secure, and

WHEREAS, Public Health must select several sites throughout the county to facilitate ready access to the Lewis County population, and

WHEREAS, South Lewis Central School meets these selection criteria for a large portion of the population of Lewis County, and

WHEREAS, Public Health and the School desire to enter into a formal agreement and understanding for the use of its school building(s) only in the event of a bioterrorism attack or large-scale communicable disease outbreak in the United States, in New York State or in Lewis County, and

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, it is hereby agreed that this agreement shall cover the use of school buildings and property necessary for the immunization of the population of Lewis County or the medication distribution to the population of Lewis County in the event of a bioterrorism attack or

large-scale communicable disease outbreak in the United States and the declaration of a state of Public Health Emergency in Lewis County or in New York State or in the United States of America.

TERMS OF THE AGREEMENT

PUBLIC HEALTH AGREES TO THE FOLLOWING TERMS:

1. Public Health will notify the School District Superintendent or designee as soon as possible in advance of the need to use the school buildings.
2. Public Health will use the school's facilities only for the purpose of health education, health screening, immunization or medication dispensing and/or administration and follow-up teaching and the provision of emergent care which is the result of immunization or medication administration and will not use school buildings for the treatment of Lewis County residents who have communicable disease.
3. Public Health will be responsible for the staffing of Public Health functions in the building except as stipulated in the School terms of agreement.
4. Public Health will keep records of the school resources which are consumed so financial restitution may be made to the school district through the Federal Emergency Management Administration (FEMA) and/or replacement of School supplies used by Public Health in the conduct of its POD operations.
5. Public Health will include the cost of maintenance personnel in its records of resources used or consumed and will submit the expenses to FEMA for restitution.
6. Public Health will use the school building(s) only for the amount of time which is necessary to carry out its responsibilities during the state of emergency or during preparedness exercises.
7. Public Health will provide health and/or security professionals, who will meet people at the entrance of the School facility and, to the best of their ability, prevent contagious people from entering the facility.
8. Public Health will coordinate the provision of extra security personnel.
9. Public Health will provide for any post-event cleanup that is needed.
10. Public Health will provide training for personnel who will staff the POD.
11. If requested by the School, Public Health agrees to reimburse the School within ninety (90) days of request for same and after the end of Public Health's use of the school's facilities and resources (supplies, equipment, costs of maintenance and repairs) actually consumed or used. This reimbursement to the School is not dependent upon receipt of monies or restitution from FEMA.

THE SCHOOL AGREES TO THE FOLLOWING TERMS:

1. The School will, to the extent reasonably able and upon request of Public Health, make available the use of the physical facilities and equipment by Public Health within 12 (twelve) hours of the request for the time period being requested, for POD use for disease prevention and control activities.
2. Use of the School facility may include but not be limited to: building space, tables, chairs, desks, refrigerators, kitchen, telephones, copy machines, cots, and wheelchairs.
3. School will assure that its maintenance staff is available to provide access to the building(s) and to provide for cleanliness, waste disposal, lights, electricity, water, heating, ventilation and/or air conditioning as is typically provided when the building is in use for school business if such utilities are available to the general public during the state of emergency and during preparedness exercises.
4. School will allow the school facility to be visited by Public Health, local law enforcement, and, if applicable, the National Guard for the development and maintenance of the POD dispensing and security plan.
5. School will allow the school facility to be listed in a confidential annex to the local plan to distribute the Strategic National Stockpile.
6. School will designate three points of contact in case of an emergency:
 - An administrator, who will serve as the primary point of contact. This person should have the authority to open the School facility.
 - A janitorial point of contact, who will work with Public Health personnel to move tables, chairs, etc.
 - A security point of contact, who will interact with Public Health and local law enforcement in making security plans and implementing security during an event or exercise.
7. School employees will be encouraged to volunteer to help in the time of a Public Health Emergency, and the School does not oppose same. If a school employee volunteers with Public Health, that employee is and shall be treated as other volunteers of service to Public Health.
 - Public Health, through the County of Lewis, accepts liability for any claims, damages, injuries or losses which may arise as a result of Public Health utilizes the School facilities and grounds and any of the School personnel as volunteers or for services provided. Lewis County agrees, therefore, to defend, indemnify and save harmless the School, its officers, employees, volunteers or representatives against all claims, actions liabilities, damages and costs, including but not limited to reasonable attorney's fees, arising out of or resulting from the acts, omissions or

negligence of Public Health or Lewis County or their officers, employees, volunteers or agents with respect to this Agreement and use of the School facilities and personnel.

- Each party to this agreement shall be responsible for maintaining its own insurance or self-insurance program with respect to liabilities to its employees or to third parties that may reasonably result from performance of its lawful functions. This agreement shall not be construed as seeking to enlarge any obligation or duty owed by either party to third parties or to increase the liability of any party beyond that which is imposed by law notwithstanding the foregoing, each party shall notify its insurance provider/carrier of this arrangement and shall take any necessary steps to list the other party as additional insured for these events.
8. It is understood that the use of the building(s) by Public Health will be at a time when school is not in session (because of the declaration of the Public Health State of Emergency) that results in the closure of the school, or during a mutually agreed upon time upon time for preparedness exercises for the purpose of preparedness for the stated event(s).
 9. It is understood that the School will maintain, and does not relinquish, its flexibility to make arrangements that will minimize the disruption that serving as a POD site could entail.
 10. This agreement does not create any agency status or fiduciary relationship between the parties, their employers, agents or successors.
 11. This agreement is not assignable or transferable.
 12. This agreement may be terminated by either party without cause upon providing the other party sixty (60) days prior written notice.

Signature of South Lewis School Superintendent

Date _____

Signature of President of the School Board of Education

Date _____

Signature of the Lewis County Board of Legislators, Chair

Date _____



Signature of Director of Lewis County Public Health

Date 7/07/17