

Superintendent Evaluation Guide For Chugach School Board

| Date:                                      | <b>Sample Indicators</b>   | <b>Strong Sometimes</b><br>Performs at a High Level of Quality \$500 | <b>High</b><br>Performs at a High Level of Quality Most of the Time \$1000 | <b>Excellent</b><br>Almost Always Performs at a High Level of Quality \$1,500 | <b>Outstanding</b><br>Routinely Exceeds Expectations \$2000 | <b>Pursues New Areas of Growth and Improvement</b> | Average Score  |
|--|--|--|--|---|---|--|----------------|
| <b>Student Focus</b>                       | <ul style="list-style-type: none"> <li>Ensures proper data management-AIMS</li> <li>Manages and strengthens student enrollment numbers</li> <li>Ensures proper Standards &amp; updates</li> <li>Pursues effective student activities</li> <li>VTE Opportunities</li> <li>Drop-Outs/Graduates</li> <li>Curriculum/learning opportunities</li> <li>Audits (SPED, CES, ESSA)</li> </ul>   | - 1 +  | - 2 +  | - 3 +   | - 4 +   | - 5 +  | <b>SCORE</b>   |
| <b>Staff Focus</b>                         | <ul style="list-style-type: none"> <li>Builds a sense of team/family</li> <li>Supports staff ownership and responsibility</li> <li>Enables strong retention rates</li> <li>Strong Staff Training – Inservices</li> <li>Encourages Professional Development and growth</li> <li>Collaborated Agreement</li> </ul>   | - 1 +  | - 2 +  | - 3 +   | - 4 +   | - 5 +  | <b>SCORE</b>   |
| <b>Financial &amp; Facility Focus</b>      | <ul style="list-style-type: none"> <li>Has Clean Annual Audits</li> <li>Pursues and manages grants well</li> <li>Implements a strong sustainable budget</li> <li>Provides monthly updates</li> <li>Ensures school, student, and staff Safety</li> <li>Ensures proper building maintenance</li> <li>Pursues/submit capital improvement projects</li> <li>Evaluates value and use of facilities and equipment for maximum benefit</li> <li>Pays attention to both major and minor maintenance needs</li> </ul> | - 1 +  | - 2 +  | - 3 +   | - 4 +   | - 5 +  | <b>SCORE</b>   |
| <b>Leadership Focus</b>                    | <ul style="list-style-type: none"> <li>Supports and assists with strong board meetings</li> <li>Believes in and acts on shared purpose</li> <li>Knows board policy &amp; legal issues well and leads in both areas</li> <li>Builds strong partnerships</li> <li>Takes initiative to pursue new areas of growth</li> </ul>  | - 1 +  | - 2 +  | - 3 +   | - 4 +   | - 5 +  | <b>SCORE</b>   |
| <b>Community &amp; Communication Focus</b> | <ul style="list-style-type: none"> <li>Works closely with tribal orgs.</li> <li>Engages with Legislators</li> <li>Engages with Legislators</li> <li>Engages with other educational orgs.</li> <li>Builds open pathways for communication</li> <li>Listens well and respects others</li> <li>Ensures online web pages</li> <li>Provides accurate state reports (Oasis)</li> </ul>   | - 1 +  | - 2 +  | - 3 +   | - 4 +   | - 5 +  | <b>SCORE</b>   |
| <b>TOTAL</b>                               |  |  |  |   |   |  | <b>AVERAGE</b> |

School Board Representative Signature \_\_\_\_\_ Date \_\_\_\_\_ Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

**PERFORMANCE PAY** \_\_\_\_\_

*Chugach School Board Evaluation Guide*

School Year: 2019-2020

| <b>Evaluation Date:</b>  | <b>Strong</b><br>Occasionally performs at a High Level of quality | <b>High</b><br>Performs at a High Level of quality most of the time | <b>Excellent</b><br>Almost always performs at a High Level of quality | <b>Outstanding</b><br>Routinely Exceeds Expectations | <b>Comments</b> |
|--|---|---|---|--|-----------------|
| <p style="text-align: center;"><b>Guiding Questions</b></p> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Does your Board govern the district instead of manage it?</li> <li>• Does your Board provide meaningful evaluations for the Superintendent?</li> <li>• Does your Board give advice and counsel about financial commitments and decisions?</li> <li>• Does your Board work cohesively as a team?</li> <li>• Does your Board act in a manner that represents the State and Public Interest well?</li> <li>• Does your Board understand they do not set strategy, but they set policy to guide strategy?</li> <li>• Does your Board support the Superintendent's responsibility to implement Board Policy?</li> </ul> | - 1 +   | - 2 +   | - 3 +   | - 4 +  |                 |
| <p><b>Strategic Planning</b></p> <ul style="list-style-type: none"> <li>• Does your district have a clear shared purpose that is reviewed and updated as appropriate?</li> <li>• Do long-range plans and thinking ahead lead the way in developing plans?</li> <li>• Does the Board establish annual goals aligned with the Shared Purpose?</li> <li>• Does the Board require &amp; support aligned plans (PIERs) for all schools &amp; programs?</li> </ul>   | - 1 +   | - 2 +   | - 3 +   | - 4 +  |                 |
| <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>• Does your Board work cohesively as a team?</li> <li>• Does your Board bring new Board members along as valid members of the team?</li> <li>• Does your Board know that leadership requires everyone to rise above politics in order to remain focused upon the Shared Purpose and what is best for students?</li> <li>• Do Board members listen, learn, and ask questions of each other in a positive fashion?</li> <li>• Does your Board and Superintendent work so that more is accomplished as a team than what would be accomplished as individuals?</li> </ul>  | - 1 +   | - 2 +   | - 3 +   | - 4 +  |                 |
| <p><b>Board-Superintendent Relationship</b></p> <ul style="list-style-type: none"> <li>• How does your Board establish a positive professional relationship with its Superintendent?</li> <li>• Does your Board make compromises based upon what is best for kids rather than promoting their own personal preferences?</li> <li>• Does your Board develop positive relationships with students and staff?</li> <li>• Does your Board display respect for the Superintendent and understand it is a complex job?</li> <li>• Does your Board understand they should not bypass the Superintendent in interactions with staff?</li> </ul>  | - 1 +   | - 2 +   | - 3 +   | - 4 +  |                 |
| <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>  | - 1 +   | - 2 +   | - 3 +   | - 4 +  |                 |

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_ Board Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

December 21, 2020

Each December, I provide a summary of my (and our) efforts over the course of the last year to keep our district on a continual path of improvement and growth. I think that this year, in the midst of huge statewide challenges, our district has found ways to excel. I look forward to discussing these points further at our January meeting, but am providing a brief update for your consideration below.

#### **In the area of Students:**

**Student Data-** With the loss of statewide data from last year, and possibly this year, it has been more important than ever to have tools in place to inform our teachers as to the progress our students are making. We are getting the MAPS testing fully implemented and adding a program called Exact Paths. It has its own diagnostic tool but also connects to MAPS to design lessons for students. Teachers will get trained in this very soon.

**New Standards-** We rolled the standards out last year, and the real work has been taking place this year as we work to adjust curriculum, and create new assessments.

**Enrollment-** Last winter I made the investment to get the word out about our homeschool program to increase our enrollment. That effort, along with Covid issues, has provided us with the largest enrollment growth in our district's history. This has helped to solidify and strengthen our district and what we can offer to our students.

**New Activities-** Many districts have reduced their activities to the bare minimum during the pandemic. We have actually added programs. Whittier has new wood shop classes as well as additional outdoor education. Our other sites have added STEM programs and maker fairs that have kept kids engaged and learning. Tatitlek is also in the final stages of implementing a new Fab Lab that has been made possible with a grant.

#### **In the area of Staff:**

**New Staff-** We have added a half time teacher to our FOCUS team to continue to meet family's needs. She will primarily be working with Anchorage and Whittier families. We have also added a full time staff member to assist with the additional work coming in from our new families and to help with data entry at the office level. We also hired Christina Traeger as our Valley homeschool teacher. She was previously an aide for us but now will be one of our certified teachers. It is great to raise up our own!

**Professional Development-** I switched up a lot of our planned professional development to provide training that our teachers really needed as we set plans for going back and forth between in-school classes and virtual. We have done a lot of training on Google classroom and other tools. We have also sent two staff members to national trainings in a reading pedagogy called Linda Mood Bell. Those two staff members have come back and are now training the rest of our teaching team.

**Classified Handbook-** The classified handbook hasn't been updated in over 10 years. I have worked with Adrienne to bring it up to date. It will come before the board soon for consideration and approval.

#### **In the area of Finance and Facilities:**

This is an area of strength and growth for us this year.

**New Home in Fairbanks-** The pursuit of a new home in Fairbanks has been ongoing for over 7 years. I was able to work with the owners to agree to a price that was below appraisal. We have also kept our upstairs renters who essentially allow us to use the building at no cost. I am working with them now to

extend their lease for an additional year. This all came about just in time to add an additional 100 kids to our Fairbanks FOCUS program.

**New Voyage School Grant-** This is the result of a lot of hard work and it has truly paid off. Our new Indian Education grant replaces the previous one that we had to support our Voyage School. This will provide over \$300,000 a year for up to 6 years to keep our program operating.

**New Roof in Tatitlek-** It is important to keep our facilities maintained to ensure that they will continue to serve us well. Although we have been delayed due to the virus, we are in the final stages of arranging for the replacement of the roof in our teacher housing in Tatitlek.

**Budget/Audit-**With flat funding for the last 5 years from the state, we have truly seen a loss of buying power. Even so, I have continued to closely manage our budget to keep us moving forward without having to sacrifice programs and services to our students. Our audit speaks to that and, once again, we have had a clean audit report.

**Cares Act Funding** This year, we received an additional \$83,000 in Cares Act Funding. We used this to provide sanitizing equipment and supplies as well as safety gear for our sites. In addition, we purchased new computers to assist with distance learning and greater learning opportunities going into the future.

**CIP-** Our Tatitlek and Chenega schools continue to rank well on the state's CIP list. I continue to work with DEED to promote our projects and get them funded.

#### **In the Area of Leadership:**

**More Consistent Communications-** I have been working hard to be consistent with my communications with the board between meetings. I hope that this has kept everyone a bit more in the loop with the work that the district is doing on every week.

**New Board Secretary-** I know the board has been through a lot of secretaries but, I felt that it was important to continue to strengthen Shary's role in the district and allow Lela additional time work with Adrienne on data entry projects. Shary is learning quickly and has already gone to the administrative assistant training with AASB.

**Reallocated Voyage Staff-**This has been a challenging year to try to protect our staff, care for our kids, while losing over \$200,000 in Voyage School funding. I made the decision to keep on almost all of our staff and have reallocated their efforts until we are able to get kids back to the Voyage School. Victor is working full time with the staff in Whittier. Stephanie, Sierra, Natalie, and Mike have been providing activities for homeschool students as well as supporting Sheryl's as she works with teachers at all of our sites (including FOCUS) to provide unique additional lessons and activities to our kids.

**Partnerships-**This year has been strengthening current partnerships and adding new ones. To address Covid issues, I have been working closely with the Eastern Aleutian Tribes who operates the clinic in Whittier to ensure that our staff and students can get tested in a timely way and to get quick reports when additional cases come up. I have also worked closely with the Whittier mayor to coordinate our expectations for keeping our kids and community safe.

I have worked with the clinics in Tatitlek and Chenega to ensure that we work together regarding expectations and plans for dealing with testing and potential positive cases.

I have been partnering with other school districts who have homeschool programs to address special education funding for homeschool students. We will be working with legislators to address this.

I continue to attend Chenega IRA council meetings and provide updates from our school district. They continue to support our district in many ways. This year, aside from their financial contribution, they purchased computers for each of our kids in the Chenega school.

I continue to serve on the following boards of non-profit organizations that focus on kids and families.

The board chair of the Alaska Children's Trust  
The treasurer for the Coalition of Educational Equity (CEE)  
Advisory member of the board for the Southeast Regional Resource Center (SERRC)  
Member of the Alaska Superintendents Association

**In the area of Community and Communications:**

**Tribal organizations-**I have continued to work closely with leaders in both the Chenega Corporation and the Tatitlek Corporation. Due to Covid, I have additionally in regular contact with the Eastern Aleutian Tribes organization.

**Legislators-** I feel that this continues to be a strength of mine and I continue to maintain relationships with our legislators. Most recently, I have been in communication with Senator Begich regarding the Alaska Reads Act bill. I have offered support to help move that bill forward. Others include Representative Stutes, Senator Stevens, and Representative Rauscher.

**Educational Organizations-** These are largely mentioned in the leadership category and include SERRC, ACT, CEE, the superintendents association, and direct connections and partnerships with other school districts.

**Web Page-** This has been a long road as I tried to build and maintain our page in house. I decided to designate the web page to professionals and we finally have a page. My goal is that the January board packet and materials will be the first ones posted to our new site.

**Increased Capacity-** I invested in our ability to communicate better and strengthen our interactions in board meetings with new audio visual equipment in the board room. This was installed just prior to Covid closures and has been critical for staff, board, and other meetings.

**State Reports-**Ensuring that we continue to meet state accountability measures is important to me. This year we were timely in our budgets, reports, and audits, and continue to meet the state's expectations.

**Friday Updates** When things get hectic, it is a challenge to stay on top of regular board communications. I have made that a priority and have been consistent with my updates to the board. I now have 16 weekly updates in a row and am shooting for another 52 in the coming year.

Apologize for the length of this summary but it only happens once a year, and I hope that it gives you confidence in the work that we are doing together. I look forward to discussing it more with you during our January meeting.

Thank you!

Mike