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Pursuant to LRS 42:19A (1)  
any matter not on the published agenda may  
be taken up by board only upon unanimous  
approval of the members present.  
An individual wishing to place a matter on  
the agenda shall submit a request to the  
Superintendent at least eight (8) days prior  
to the meeting date, stating the nature of the  
matter and the time required to present it.  
(CPSB Policy File: BCBI)

**AGENDA**  
**CALCASIEU PARISH SCHOOL BOARD**  
**COMMITTEE TO DRAFT SUPERINTENDENT EVALUATION**  
**DOCUMENT**  
**3310 BROAD STREET**  
**LAKE CHARLES, LOUISIANA**  
**Tuesday, May 23, 2017**

Committee Members: Annette Ballard, John Duhon, Damon Hardesty, Ron  
Hayes, Mack Dellafosse, *Chair*

**1. Roll Call**

**2. Take Appropriate Action**

**A.** To consider process and parameters for drafting Superintendent evaluation  
instrument for 2017 and beyond.

## **EMPLOYMENT CONTRACT**

### **BETWEEN KARL E. BRUCHHAUS AND CALCASIEU PARISH SCHOOL BOARD**

It is hereby agreed by and between the CALCASIEU PARISH SCHOOL BOARD, a political subdivision of the State of Louisiana, located in Calcasieu Parish, Louisiana (hereafter called the "Board"), and Karl E. Bruchhaus (hereafter called "Superintendent") that the Board in accordance with its actions found in the minutes of its meetings held on the 8<sup>th</sup> day of March, 2016, and the 14<sup>th</sup> day of June, 2016, does hereby appoint and employ said Karl E. Bruchhaus as the Superintendent of Schools for the Calcasieu Parish School Board for the period commencing the 1<sup>st</sup> day of January, 2017, and ending at midnight on the 31<sup>st</sup> day of December, 2020, and Karl E. Bruchhaus does hereby accept said appointment.

WHEREAS, the Board and the Superintendent desire to comply with the requirements of La. R.S. 17:54 and 17:81, and

WHEREAS, the Board and the Superintendent believe that a written employment contract will better define and guide their relationship and serve as a basis for effective communication between them as they perform their governing and administrative functions in the operation of the school system.

NOW THEREFORE, the Board and the Superintendent, for the reasons herein specified, agree as follows:

## **I.**

### **TERM, RENEWAL AND EVALUATION**

In consideration of the promises herein contained the Board does hereby employ the Superintendent and the Superintendent does hereby accept employment as the Superintendent of Schools for the Calcasieu Parish School Board for a period commencing on the 1<sup>st</sup> day of January, 2017, and ending at midnight on the 31<sup>st</sup> day of December, 2020. The Board shall evaluate the performance of the Superintendent in November of each year, except during the final year of this Contract, when the Board shall evaluate the Superintendent in June, 2020.

Prior to July 1, 2020, the Board shall notify the Superintendent of termination of employment under this Contract, or in lieu thereof the Board and the Superintendent may negotiate and enter into a contract for subsequent employment.

The Superintendent may choose not to enter into a subsequent contract and may terminate his employment.

The Board shall negotiate in good faith and offer the Superintendent a new contract at the expiration of this Contract unless a majority of the entire Board membership votes prior to July 1, 2020 against offering a new contract.

The Superintendent shall have the right to terminate this Contract without penalty upon giving the Board, through its President, written notice that the Superintendent is terminating his employment as Superintendent of Schools for the Calcasieu Parish School Board not less than one hundred eighty (180) days in advance of the effective date of said termination.

## **II.**

## **PERFORMANCE OBJECTIVES AND TARGETS**

Louisiana law (La. R.S. 17:54) states that the written contract between the Superintendent and the School Board shall contain specific performance objectives, and for a local public school system which received any variation of a school performance letter grade of C, D, or F such contract shall establish performance targets at the school and district level as follows: (1) student achievement; (2) student achievement for schools that have received any variation of a school performance letter grade designation of C, D, or F; (3) graduation rates; (4) graduation rates for schools that have received any variation of a school performance letter grade designation of C, D, or F; and (5) the percentage of teachers with an effective or highly effective performance rating.

### **A.**

#### **Performance Objectives**

The Board recognizes that La. R.S. 17:81 requires that when choosing a local superintendent the Board shall select a leader who shall prioritize student achievement and act in the best interest of all students enrolled in this school system. However, the Board and the Superintendent acknowledge that education of students involves many other elements of school system governance, including but not limited to transportation, facility operation and maintenance, finance, risk management and safety, food services, student health, and personnel. The Superintendent provides oversight for these other elements as well as for management of school system academics. The objectives listed below address the responsibilities of the Superintendent in these and other areas.

#### **1. Governance**

- a. The Board expects to be informed of material developments which positively or negatively impact the school system;
- b. The Superintendent is expected to timely prepare and post/file reports, agendas, and other documents in accordance with State and Federal laws, as well as Board Policy; and
- c. The Board requires the Superintendent to demonstrate ethical leadership for the school system and endeavor to educate School Board employees regarding compliance with mandates of State ethics laws.

2. Curriculum and Instruction

The Superintendent will continuously work toward

- a. Increasing the academic achievement level of Calcasieu Parish School Board students, which work shall include consideration of dual credit enrollment courses, advanced placement courses, ACT test preparation and test results, pre-kindergarten education availability, early intervention and remediation, workforce development, extended day programs, extra instructional time, graduation rates, and use of alternative educational opportunities;
- b. Providing appropriate opportunities for professional development for employees;
- c. Developing and implementing efforts to recruit and retain teachers and support staff;

- d. Increasing student academic achievement as demonstrated by results of both state and local performance measurements.
- e. Continuing to promote the development of plans to assist minority and socioeconomically disadvantaged students to increase academic success.

3. Finance

- a. The Board shall be informed of system finance and budget status, and of contents of yearly external audit reports;
- b. The Superintendent shall make recommendations for and shall continue to promote practices that maintain sound school system financial status, and
- c. The Superintendent shall continue to keep the Board informed of efforts to seek additional funding for system educational and operational needs, and shall provide assistance to staff in seeking and evaluating resources for alignment, equity, and sustainability to improve educational opportunities for students.

4. Community

- a. The Superintendent shall serve as an advocate for Calcasieu Parish public education;
- b. The Superintendent shall maintain a visible presence in schools and in the community; and
- c. The Superintendent will continue to communicate with the public through available opportunities such as through websites, newsletters, releases to news media, and public speaking engagements.

5. Support

- a. The Superintendent will continue to evaluate the operations of and consider revisions to processes used in
  - i. School Food Services,
  - ii. Student transportation services,
  - iii. Safety, maintenance, and school appearance programs; and
  - iv. Health and wellness programs for students and employees.
- b. The Superintendent will
  - i. Continue to promote and explore methods to identify and encourage effective candidates for leadership positions in the school system, and
  - ii. Support strategies to address continuing staff education on laws, School Board policies, and codes of conduct such as those which prohibit nepotism, bullying, harassment, hazing, child abuse, substance abuse, as well as reporting and in-service requirements.

**B.**

**Performance Targets**

Pursuant to the provisions of La R.S. 17:54 the Board and the Superintendent adopt as part of this contract the PERFORMANCE TARGETS described in Exhibit A 1 - District Wide Student Achievement; Exhibit A 2 - Individual School Student Achievement at C, D, or F Elementary Schools Based on 2014-2015 State issued letter grades. Exhibit A 3 - Individual School Student Achievement at C, D, or F Middle Schools based on 2014-2015 State issued letter grades. Exhibit A 4 -Individual Student Achievement at C, D, or F High Schools based on 2014-2015 State issued

letter grades. Exhibit B 1 -District Graduation Rates; Exhibit B 2 - Graduation Rates for each C, D, or F School; Exhibit C 1 Teacher Effectiveness and Retention. The failure of the Calcasieu Parish School Board or any of its schools to meet the performance targets of the Exhibits to this contract shall not constitute failure of the Superintendent to comply with the requirements of this contract where the Superintendent has developed and implemented reasonable procedures designed to reach those targets. The results of all targets shall be measured at the end of the term of this contract. However, the Superintendent, on or before December 31 of each calendar year, shall report to the Board on progress in reaching these targets. The Board recognizes that the achievement of targets depends on many variables not under the control of the Superintendent. Thus, consideration will be given toward the Superintendent's good faith efforts to reach these targets.

### **III.**

#### **COMPENSATION**

The Board agrees to pay the Superintendent a salary at the annual rate of \$170,000.00 payable in monthly installments of one-twelfth (1/12) of the annual rate.

The Board shall increase the salary of the Superintendent whenever there is an increase in the pay of Calcasieu Parish School Board teachers, generally, as reflected in the Teachers' Salary Schedule. The increase in the Superintendent's salary shall be at the rate of 1.9 (index) of the increase in Step 76 of the Teachers' Salary Schedule. The Superintendent shall also receive the same general salary supplements received by Calcasieu Parish teachers.

The Board may, in its sole discretion, further increase the salary of the Superintendent based upon the Superintendent's job performance. This increase may, but need not necessarily,

be based upon the Board's evaluation of the Superintendent's performance in relation to the objectives set forth in Paragraph II above. This increase must be approved by a majority of the entire Board membership.

#### **IV.**

##### **VACATION AND OTHER BENEFITS**

The Superintendent shall be entitled to annual leave, sick, and emergency leave in accordance with Board policy generally applicable to professional members of the central administrative staff.

The Superintendent shall have available and be subject to inclusion in such policies of life and health insurance as are generally available to other professional administrative central staff personnel.

The Board shall pay one hundred percent (100%) of the Superintendent's membership dues in appropriate professional organizations.

The Board shall provide the Superintendent with an automobile expense allowance of \$900.00 per month. The allowance is intended to reimburse the Superintendent for expenses of maintaining an automobile, together with expenses incidental to its use, including but not limited to insurance, fuel, servicing, and repairs. The Board shall provide, to the extent allowed by law, insurance coverage during the term of this Contract including motor vehicle liability coverage, protecting and insuring the Superintendent in his individual and official capacity from liability for actions arising from conduct falling within the course and scope of his employment as the Superintendent of Schools for the Calcasieu Parish School Board, excluding criminal litigation. The Board may satisfy this insurance coverage requirement by providing coverage under the

Board's risk management program which includes a self-insured retention and excess liability coverage.

## **V.**

### **DISABILITY**

Should the Superintendent be unable to perform any or all of his duties by reason of illness, accident, or other cause beyond his control, and said disability or inability to perform such duties begin or exist at a time when the Superintendent has neither unused annual leave nor unused sick leave, the Board may, in its sole discretion, make the following adjustments to the salary of the Superintendent. For the first month of disability, the Superintendent shall receive his entire monthly salary; for the second month of disability, the Superintendent shall receive two-thirds of his regular salary; and for the third month of disability, the Superintendent shall receive one-third of his regular salary. However, should the Superintendent be disabled from performing his duties as Superintendent following the third month after the commencement of his disability, and should the Superintendent have no accrued sick and/or annual leave, the Board may, in its sole discretion, terminate all subsequent pay under this Contract to the Superintendent for as long as such disability exists. If such disability continues for more than six (6) months and irrespective of whether or not the Superintendent has any unused annual or sick leave, or, if such disability is permanent, irreparable, or of such a nature as to make performance of the Superintendent's duties impossible, the Board, in its sole discretion, may terminate this Contract immediately. In such an event, the respective duties, rights, and obligations of both the Superintendent and the Board shall terminate.

## **VI.**

### **PROFESSIONAL LIABILITY**

The Board shall provide, to the extent allowed by law, insurance coverage during the term of this Contract protecting and insuring the Superintendent in his individual and official capacity from liability for actions arising from conduct falling within the course and scope of his employment as the Superintendent of Schools for the Calcasieu Parish School Board, excluding criminal litigation. The Board may satisfy this insurance coverage requirement by providing coverage under the Board's risk management program which includes a self-insured retention and excess liability coverage.

## **VII.**

### **MEDICAL EXAMINATION**

At the request of the Board the Superintendent agrees to have a comprehensive medical examination. The Board shall reimburse the cost of this medical examination. Any report of the medical examination shall be given directly and exclusively by the examining physician to the Superintendent. However, the Board shall be advised in writing by the physician of the continued fitness of the Superintendent to perform his duties.

## **VIII.**

### **DUTIES OF THE SUPERINTENDENT**

The Superintendent shall perform such duties in and for the Calcasieu Parish School Board as are prescribed by the laws of the State of Louisiana and by the policies, rules, and regulations made thereunder by the Louisiana Board of Elementary and Secondary Education, the State

Department of Education, and the Calcasieu Parish School Board. All policies and regulations concerning the Superintendent and his duties now found in the policy manual of the Calcasieu Parish School Board, and those which may be included by amendment and addition thereto, are incorporated in this Contract as if copied in full, and the Superintendent agrees to accept and follow those policies and regulations unless they are inconsistent with State law.

The Board shall determine the number of schools to be opened, the location of school houses, the number of teachers and other school personnel to be employed, and shall establish salary schedules in accordance with the provisions of Act 1 of 2012 as amended. The Board serves in a policymaking capacity that is in the best interests of all students enrolled in schools under the Board's jurisdiction, and shall in establishing Board policies, prioritize student achievement, financial efficiency, and workforce development.

The Superintendent is the Chief Executive Officer, Treasurer, and Ex-Officio Secretary of the Board. Except to the extent otherwise provided by law, the Superintendent shall be responsible for directing and assigning teachers of the schools under his jurisdiction, organizing, reorganizing and arranging the administrative and supervisory staff, selecting, managing, employing, and terminating or recommending the termination of, in accordance with law, the employment of personnel and fixing their salaries. The Board in accordance with the provisions of Act 1 of the 2012 session of the Louisiana legislature, as amended, and subject to the requirements, conditions and limitations contained therein, delegates to the Superintendent authority for the hiring and placement of all school personnel. It shall be the responsibility of the Superintendent to ensure that all persons have proper certification, as applicable, and are qualified for the positions for which they are hired. The Superintendent shall from time to time suggest regulations, rules, and

procedures deemed necessary or appropriate for the well ordering of the schools within the system, and in general perform all duties incident to the office of Superintendent of Schools for the Calcasieu Parish School Board and such other duties as may be prescribed by the Board from time to time. The Board, individually and collectively, shall promptly refer all criticisms, complaints and suggestions called to its attention to the Superintendent for study and recommendation.

The Superintendent, in accordance with State law, agrees to devote his entire skill, labor and attention to the office of Superintendent of Schools for the Calcasieu Parish School Board, provided, however, that the Superintendent upon securing prior approval of the Board, may undertake speaking or other engagements, writing, lecturing, or consulting work which do not interfere with the performance of his duties and obligations hereunder, provided that the same are either educationally related or determined to foster a beneficial relationship with the public or the professional community, and are undertaken pursuant to this Contract or regulations and policies of the Calcasieu Parish School Board. Honorariums, if any, received by the Superintendent in connection with the above-described activities shall not affect the amount of compensation to be received by him under this Contract. In no case will the Board be responsible for any expenses attendant to the performance of the aforesaid outside activities.

## **IX.**

### **REMOVAL OF THE SUPERINTENDENT**

In accordance with State law throughout the term of this Contract the Superintendent shall be subject to removal if found incompetent, unworthy, or inefficient, in accordance with La. R.S. 17:54. The Superintendent shall further be subject to removal for his failure to fulfill the terms and the performance objectives of this Contract, or to comply with School Board policy. Prior to

his dismissal, the Superintendent shall be provided with written charges against him, notice of hearing and a full and fair hearing before the Board. The Superintendent may be accompanied by his legal counsel at this hearing. The Superintendent shall be entitled to call and cross-examine witnesses, and further, to a free transcript of the proceedings. However, any cost of legal counsel and related expenses, regardless of the outcome of the hearing, shall be the responsibility of the Superintendent. Removal of the Superintendent pursuant to the foregoing requires the vote of at least two-thirds (2/3) of the membership of the entire Board.

## **X.**

### **PUBLIC RELATIONS**

The Board recognizes that the Superintendent, to be effective, must enjoy a working relationship with the community. To develop the same requires a commitment to the expenditure of energy, time, and funds. Fostering beneficial business relationships with the public and with the professional community is a genuine interest of the Board, and the Board deems the same to be necessary for effective management of the school system. To that end, the Board encourages the Superintendent to develop and maintain relationships with appropriate civic and social organizations.

## **XI.**

### **SAVINGS CLAUSE**

If any provision or item of this Contract is held invalid or found to be in violation of State and/or Federal constitutional or statutory law, or regulations adopted pursuant to such authority, such invalidity shall not affect the other provisions, items or applications of this Contract which can be given effect without the invalid provision, item or application, and to this end the provisions of

this Contract are declared severable. The parties hereto affirm that they have read and are familiar with the terms of this employment Contract and have signed the same, in duplicate original before the undersigned competent witnesses and the undersigned Notary Public on the date indicated below.

WITNESSES:

CALCASIEU PARISH SCHOOL BOARD

Vanessa Gentry

BY:

John Duhon  
JOHN DUHON, PRESIDENT

Danna Vandy  
Vanessa Gentry

Karl E. Bruchhaus  
KARL E. BRUCHHAUS, SUPERINTENDENT

SWORN TO AND SUBSCRIBED before me this 14th day of June, 2016, at Lake Charles,  
Louisiana.

Peggy T. Carlile

NOTARY PUBLIC

Peggy T. Carlile

Printed Name

Notary Public Identification No.



PEGGY T. CARLILE  
Notary Public  
Notary ID No. 134336  
Calcasieu Parish, Louisiana  
My Commission is for Life

**EXHIBIT A 1  
DISTRICT WIDE STUDENT ACHIEVEMENT**

The Superintendent will work to achieve continuous academic improvement throughout the school system, and to achieve a District Performance Score letter grade according to State accountability guidelines of no less than B by the end of the term of this contract. The Superintendent will develop and implement programs designed to close the gap between those schools whose performance was rated D or F and those rated A or B, with the goal of at least 84% of schools rated C or better by the end of the contract period.

**EXHIBIT A 2  
INDIVIDUAL SCHOOL STUDENT ACHIEVEMENT AT EACH  
C, D, OR F ELEMENTARY SCHOOL**

1. By the end of the contract period, at least 50%, or 9 out of 18 of the Calcasieu Parish Elementary Schools rated a C, D, or F on their 2015 School Performance Score, will increase one full letter grade in the Louisiana School Accountability System.
2. By the end of the contract period, K-5<sup>th</sup> grade scores on District Common Assessments in ELA and Math together will show an average growth from pre-test to post-test of 15 percentage points in the combined results of the 18 elementary schools currently rated at a level of C, D, or F according to 2014-2015 State issued letter grades.

**EXHIBIT A 3  
INDIVIDUAL SCHOOL STUDENT ACHIEVEMENT AT EACH  
C, D, OR F MIDDLE SCHOOL**

1. By the end of the contract period, at least 50%, or 3 out of 6 of the Calcasieu Parish Middle Schools rated a C, D, or F on their 2015 School Performance Score, will increase one full letter grade in the Louisiana School Accountability System.
2. By the end of the contract period, 6-8<sup>th</sup> grade scores on District Common Assessments in ELA and Math together will show an average growth from pre-test to post-test of 15 percentage points in the combined results of our 6 middle schools currently rated at a level of C, D, or F according to 2014-2015 State issued letter grades.

**EXHIBIT A 4  
INDIVIDUAL STUDENT ACHIEVEMENT AT EACH  
C, D, or F HIGH SCHOOL**

1. By the end of the contract period, at least 66%, or 2 out of 3 of the Calcasieu Parish High Schools rated a C, D, or F on their 2015 School Performance Score, will increase at least one full letter grade in the Louisiana School Accountability System.
2. By the end of the contract period, the District EOC Index will increase by at least 8% overall from the 2014-15 level of 66.6.
3. By the end of the contract period, the number of students who have received college credit by the time they graduate High School through AP, Dual Enrollment, or CLEP will increase by at least 5% from the 2014-2015 level.
4. By the end of the contract period, the District ACT Index will increase by at least 4% over the 2014-15 level of 74.6.

**EXHIBIT B 1  
DISTRICT GRADUATION RATES**

1. By the end of the contract period, the District Graduation Cohort Rate shall be no lower than 85%.

**EXHIBIT B 2  
GRADUATION RATES FOR EACH  
C, D, or F SCHOOL**

1. By the end of the contract period, the District Graduation Cohort Rate for each C, D, or F High School shall be no lower than 70%.
2. By the end of the contract period, the overall High School Course Failure Rate, including students failing because of Seat Time, will decrease by 2%.
3. By the end of the contract period, at least 60% of 8<sup>th</sup> Grade students will earn Carnegie Credit prior to entering the 9<sup>th</sup> Grade.

**EXHIBIT C – 1  
TEACHER EFFECTIVENESS AND RETENTION**

1. By the end of the contract period, the district will work towards more effectively and accurately evaluating teacher and administrator effectiveness while at the same time maintaining the level of teachers and administrators receiving Effective Proficient or Highly Effective Calcasieu COMPASS ratings at or above 85% district-wide.

2. To enhance teacher effectiveness, certification, and retention, the Superintendent will continue to support and provide resources at or above 2015-16 levels for the New Teacher Academy, Mentoring Program, Believe and Prepare, and Ed. Leadership initiatives through the end of the contract period, contingent upon the continued support of the Board.
3. The percentage of non-certified teachers employed in the district will remain below the current state-wide average as reported by the Educator Workforce Report at the end of the contract period.

# Evaluation of the Superintendent of Schools

## I. Purpose of the Evaluation:

The Superintendent and the Calcasieu Parish School Board recognize the need to review the Superintendent's performance. This review will consist of the completion of a written appraisal instrument and the discussion of this instrument with the Superintendent as appropriate. The intent of the evaluation is to:

- A. Arrive at certain conclusions as to the effectiveness of the Superintendent in achieving the objectives of the district and the job description;
- B. Communicate those conclusions to the Superintendent providing counsel and direction;
- C. Enhance the working relationship between the Board and the Superintendent;
- D. Promote the professional development and growth of the Superintendent; and
- E. Guide decisions relative to continued employment and compensation.

## II. Evaluation Instrument and Rating System:

The evaluation instrument is comprised of the eight performance areas outlined in the Superintendent's contract, with accompanying/appropriate performance criteria in each area. The Superintendent's evaluation rubric shall utilize the CPSB Teacher and Leader rating system and scoring method.

## III. Procedures

- A. Review items in each of the performance areas and write the rating number in the appropriate column.
  - 4 Highly Effective: Consistently and considerably surpasses expectations
  - 3 Effective Proficient: Consistently meets expectations
  - 2 Effective Emerging: Partially meets expectations, but may show potential for improvement
  - 1 Ineffective: Consistently performs below expectations
- B. Board designees (President, Legal Counsel, etc) will calculate and write the average of each rating column at the end of each performance area and transfer to the Summary of Section Ratings on page 6. The final rating is an average of all eight performance area individual ratings.

## CPSB Superintendent - Evaluation

|                                       |       |
|---------------------------------------|-------|
| Superintendent: <b>Karl Bruchhaus</b> | Date: |
| Evaluator:                            |       |

**PR – 1: Keeps the Board informed of material developments which positively or negatively impact the school system**

| Professional Expectations Criteria                                                                                                                | Rating | Evaluator Rationale/Comments |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------|
| Provides the board with accurate and timely information                                                                                           |        |                              |
| Organizes presentations with a clear and direct impact on problems and solutions to provide necessary support for effective Board decision-making |        |                              |
| Communicates with the Board via multiple methods on short and long range issues impacting the district                                            |        |                              |
| Is readily accessible to address Board concerns and questions                                                                                     |        |                              |
| <b>Section Rating-Average</b>                                                                                                                     |        |                              |

**PR – 2: Keeps the Board informed as to the status of district finances and its budget and makes recommendations to maintain sound financial status**

| Professional Expectations Criteria                                                                                                          | Rating | Evaluator Rationale/Comments |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------|
| Oversees budget operations with the Board in a clear, effective manner; determines that funds are administered wisely with adequate control |        |                              |
| Assists the Board with planning, conducting, and building support for millage levy and bond campaigns                                       |        |                              |
| Provides timely sales tax reports and regular budget revisions showing proposed modifications to adopted budget                             |        |                              |
| Is readily accessible to address Board concerns and questions                                                                               |        |                              |
| <b>Section Rating-Average</b>                                                                                                               |        |                              |

| PR – 3: Timely filing/posting of all necessary reports, agendas, or other documents as required by law                              |        |                              |
|-------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------|
| Professional Expectations Criteria                                                                                                  | Rating | Evaluator Rationale/Comments |
| Ensures all required Board documents - notices, agendas, minutes, signage - are posted in accordance with state public meeting laws |        |                              |
| Implements mandatory web postings (e.g., legislative fraud warning, charter school application, Homework Louisiana)                 |        |                              |
| Assists in the development, review, and submission of the district's annual financial reports                                       |        |                              |
| Approves all state and federal grant reporting                                                                                      |        |                              |
| Provides responses to all public information requests within the mandated timelines as established by state law                     |        |                              |
| <b>Section Rating-Average</b>                                                                                                       |        |                              |

| PR – 4: Advocate for the school system                                                                                                                                                   |        |                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------|
| Professional Expectations Criteria                                                                                                                                                       | Rating | Evaluator Rationale/Comments |
| Establishes a compelling vision for the district, articulates it clearly, and creates a clear picture of what the district can become                                                    |        |                              |
| Engages with professional associations, business organizations, and other external groups to gain understanding of current environment and develop district responses to emerging issues |        |                              |
| Maintains a cooperative relationship with media                                                                                                                                          |        |                              |
| Speaks well in front of large and small groups, communicating current district status and needs                                                                                          |        |                              |
| Serves as a member of local and state education/civic committees and boards OR maintains active memberships in professional organizations                                                |        |                              |
| Works well with other districts, law enforcement agencies, and other state and local governmental bodies                                                                                 |        |                              |
| <b>Section Rating- Average</b>                                                                                                                                                           |        |                              |

| PR -- 5: Maintain a visible presence in the schools and community          |        |                              |
|----------------------------------------------------------------------------|--------|------------------------------|
| Professional Expectations Criteria                                         | Rating | Evaluator Rationale/Comments |
| Is a respected figure in the district and the community                    |        |                              |
| Regularly attends school and district functions and athletics events       |        |                              |
| Engages in frequent communications with all employees                      |        |                              |
| Is easily approachable by staff, students, parents, and other stakeholders |        |                              |
| <b>Section Rating-Average</b>                                              |        |                              |

| PR – 6: Assists the staff in seeking all available funding with the goal of obtaining resources to improve educational opportunities for all students and shall continually evaluate resources and programs for alignment                                                   |        |                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------|
| Professional Expectations Criteria                                                                                                                                                                                                                                          | Rating | Evaluator Rationale/Comments |
| Aids in the procurement of available local, state, and federal grant funding (e.g., PROGRESS Projects, Head Start, Believe and Prepare Teacher Preparation)                                                                                                                 |        |                              |
| Continuously monitors enrollment counts to ensure maximum MFP and federal funding                                                                                                                                                                                           |        |                              |
| Engages the organization in continuous improvement through ongoing planning, implementation, monitoring, and feedback; with constant examination of what is working, what is not working, and what could be done to improve                                                 |        |                              |
| Effectively organizes and manages operational aspects of the district including finance, human resources, food services, transportation, maintenance, and facilities so that students are able to attend and learn in quality environments staffed by quality professionals |        |                              |
| <b>Section Rating-Average</b>                                                                                                                                                                                                                                               |        |                              |

**PR – 7: Monitor and work toward improving student achievement**

| <b>Professional Expectations Criteria</b>                                                                                                   | <b>Rating</b> | <b>Evaluator Rationale/Comments</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------|
| Places a primary focus on teaching and learning and keeps informed regarding the various aspects of the instructional program               |               |                                     |
| Implements data-driven accountability measures across all programs                                                                          |               |                                     |
| Ensures that appropriate data are used in developing recommendations and making decisions regarding the instructional program and resources |               |                                     |
| Promotes instruction, curricula, and assessments that are aligned to standards                                                              |               |                                     |
| Places a priority on reducing achievement gaps                                                                                              |               |                                     |
| <b>Section Rating-Average</b>                                                                                                               |               |                                     |

**PR – 8: Be the ethical leader of the district by complying with all applicable state and local ethics laws**

| <b>Professional Expectations Criteria</b>                                                                                                                                 | <b>Rating</b> | <b>Evaluator Rationale/Comments</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------|
| Performs the professional duties related to the position and conducts himself personally with integrity, fairness, and acting in an ethical manner                        |               |                                     |
| Follows and enforces policies with fidelity and equity                                                                                                                    |               |                                     |
| Considers and evaluates the potential moral and legal consequences of decisions and navigates the district successfully through those considerations                      |               |                                     |
| Works with the Board to identify, prioritize, and follow policies and governance procedures that maximize the goal of ensuring a high quality education for every student |               |                                     |
| <b>Section Rating-Average</b>                                                                                                                                             |               |                                     |

## Summary of Section Ratings

| Section Ratings        | PR-1: | PR-2: | PR-3: | PR-4: | PR-5: | PR-6: | PR-7: | PR-8: | Average Final Rating: |
|------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-----------------------|
| Evaluator's Signature: |       |       |       |       |       |       | Date: |       |                       |
| Comments:              |       |       |       |       |       |       |       |       |                       |

| Effectiveness Rating  | Composite Score Range |
|-----------------------|-----------------------|
| Highly Effective      | 3.50 - 4.00           |
| Effective: Proficient | 2.50 - 3.49           |
| Effective: Emerging   | 1.50 - 2.49           |
| Ineffective           | 1.00 - 1.49           |

## Highly Effective

**Consistently and considerably surpasses expectations**

**Effective: Proficient**

### Consistently meets expectations

**Effective: Emerging**

Partially meets expectations, but may show potential for improvement

### Ineffective

**Consistently performs below expectations**