

**SUPERINTENDENT EVALUATION ACTION TIMELINE**

**NAME: Kevin Reiman**

**DATE: 1/7/18**

The evaluation process will be conducted twice during the first year of employment (one time each semester) and once annually thereafter unless conditions and circumstances otherwise dictate or demand. The following procedure will be adhered to and directed by the President of the Board of Education.

- 1 The Board President shall notify Board Members that the evaluation is scheduled and that they will receive a copy of the instrument. Each Board member will be asked to complete the instrument and submit to the President or bring to the meeting. Board Members who would like to submit an electronic copy may do so upon request.
- 2 The Superintendent will submit a self-evaluation to the Board.
- 3 A closed session will be scheduled at which time the Superintendent and the Board will be given time to generally discuss work progress and concerns.
- 4 The Board President will preside over discussions of the individual evaluations and work towards the development of a consensus of the Board.
- 5 An evaluation conference will be scheduled with the Superintendent within two (2) weeks following the evaluation meeting. A written summary representing Board member consensus will be provided.
- 6 The Superintendent will be encouraged to respond in writing to the suggestions/concerns/directives that emerged through the process.
- 7 The completed document will be signed by the Board President and the Superintendent and will be placed on file.

8 The Board and Superintendent will annually develop or revise performance goals.

**APS Superintendent Evaluation**  
**Standard 1 -Relationship with the Board**

**Auburn Public Schools - District #29**  
**Superintendent Appraisal Instrument**

Name: Kevin Reiman

Date: 1/7/18

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a √ in the column of the appropriate ranking for each goal.

EXCEEDS = Exceeds District Expectations; MET = Meets District Expectations; UNMET = Does Not Meet  
 Please note: Any goal marked as “Exceeds” or “Unmet” must be accompanied by written documentation.

STANDARD 1: RELATIONSHIP WITH THE BOARD	EXCEEDS	MET	UNMET	Comments
Provides Regular updates regarding district matters.		X		BoE members feel well-informed through the use of the Friday notes, as well as updates on an as-needed basis.
Provides adequate meeting materials and background information		X		In addition to the Friday notes and the regular committee meetings, which include information from other committees, Mr. Reiman has implemented Zoom. This has allowed BoE members to participate when not able to be present.
Responds to Board Member questions thoroughly and shares information with the entire board in a timely manner.		X		BoE members feel their questions are answered quickly, often within the same day.

APS Superintendent Evaluation  
Standard 1 -Relationship with the Board

<p>Invites Board participation in district activities.</p>		X		<p>In addition to the activities included in the Friday notes, Mr. Reiman provides notifications on an as-needed basis.</p>
<p>Assists in development, recommendation, and administration of policies.</p>	X			<p>Mr. Reiman ensured BoE reviewed all District policies over last 5 years. He consults school attorney prior to presenting new/revised policies. He &amp; BoE formalized many District processes, minimizing potential for inconsistent and arbitrary decisions.</p>
<p>Works with the Board to establish goals and plans for the future.</p>		X		<p>Mr. Reiman works with the BoE to implement goals and to review them with an external facilitator. He has also tied all agenda items to District goals.</p>
<p>Openly accepts Board input and is responsive to Board directions. Works to engender a collaborative working relationship with the Board.</p>		X		<p>The BoE believes Mr. Reiman listens to member input and concerns.</p>

APS Superintendent Evaluation  
Standard 1 -Relationship with the Board

Alerts the Board about significant media contacts with district personnel and other newsworthy district activities, reports, and incidents.		X	The BoE is satisfied with the notifications Mr. Reiman provides.
Implements meeting responsibilities by preparing the agenda, attending and participating in Board meetings, serving as ex-officio member of all committees, and offering professional guidance, recommendations, or assistance.	X		BoE members believe Mr. Reiman excels in this area.

STANDARD 1:	Meets District Standards	Does Not Meet District Standards
RELATIONSHIP WITH THE BOARD	X	

Additional Comments

APS Superintendent Evaluation  
Standard 2 - Community Relations

**Auburn Public Schools - District #29  
Superintendent Appraisal Instrument**

Name: Kevin Reiman

Date: 1/7/18

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a √ in the column of the appropriate ranking for each goal.

EXCEEDS = Exceeds District Expectations; MET = Meets District Expectations; UNMET = Does Not Meet  
Please note: Any goal marked as "Exceeds" or "Unmet" must be accompanied by written documentation.

STANDARD 2: COMMUNITY RELATIONS	EXCEEDS	MET	UNMET	Comments
Projects a positive image of the school district.		X		Mr. Reiman displays clear pride in District 29 and the students.
Continually identifies all stakeholder groups and establishes open two (2) way lines of communication		X		The BoE is satisfied with Mr. Reiman's communications.
Maintains good media relations.	X			The BoE believe Mr. Reiman has forged strong relationships with local media personnel.
Encourages collaborative relationships with neighborhoods, business, industry, government, and labor.		X		The BoE is pleased with the progress to date in this area and encourage Mr. Reiman to continue pursuing collaborations, especially with PSC.

APS Superintendent Evaluation  
Standard 2 - Community Relations

Is "approachable" by members of the community.		X		The BoE is satisfied with Mr. Reiman's performance in this area. As a reminder, neither he nor any member of the Administrative Team is ever "off the clock".
Prepares and shares pertinent information with the community.		X		The BoE is satisfied with the District's communications, recognizing the challenges of "old school" versus new technologies. This will remain an important goal in future.

	Meets District Standards	Does Not Meet District Standards
<b>STANDARD 2: COMMUNITY RELATIONS</b>	X	

Additional Comments

**APS Superintendent Evaluation**  
**Standard 3 - Superintendent/Staff Relationships**

**Auburn Public Schools - District #29**  
**Superintendent Appraisal Instrument**

Name: Kevin Reiman

Date: 1/7/18

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a √ in the column of the appropriate ranking for each goal.

EXCEEDS = Exceeds District Expectations; MET = Meets District Expectations; UNMET = Does Not Meet  
 Please note: Any goal marked as “Exceeds” or “Unmet” must be accompanied by written documentation.

STANDARD 3: SUPERINTENDENT/STAFF RELATIONSHIPS	EXCEEDS	MET	UNMET	Comments
Communicates effectively with staff regarding current and new trends in education, programs, procedures, and policies.		X		In addition to the items listed in Mr. Reiman's self-evaluation, the BoE notes his actions directly supporting School Improvement and Marzano implementation.
Demonstrates objectivity in personnel matters.		X		The BoE agrees with Mr. Reiman's self-evaluation.
Ensures evaluation of personnel will be consistent with policies and law.		X		The BoE appreciates the updated Administrative evaluations and notes the current effort to align the teacher evaluations with Marzano.



APS Superintendent Evaluation  
Standard 3 - Superintendent/Staff Relationships

Shows concern for the welfare of staff.		X	The BoE is satisfied with Mr. Reiman's performance in this area.
Delegates both responsibility and authority.		X	The transition to new administrators is going well.
Provides staff recognition for contribution(s) towards the betterment of educational outcomes.		X	In addition to the items listed in Mr. Reiman's self-evaluation, the BoE would add the recognition of retirements.
Promotes sound collective bargaining relations.		X	The BoE appreciates the open, honest approach Mr. Reiman utilizes.
Recruits competent staff.		X	The BoE agrees with Mr. Reiman's self-evaluation and would add that we believe this area will need a lot of added focus and attention.

APS Superintendent Evaluation  
Standard 3 - Superintendent/Staff Relationships

Involves the staff in strategic planning.	X			The BoE agrees with Mr. Reiman's self-evaluation.
Fosters team spirit and is "a part of the team."		X		The BoE is seeing change in the culture with the current Administrative team and #theBulldogway.

	Meets District Standards	Does Not Meet District Standards
<b>STANDARD 3: SUPERINTENDENT/STAFF RELATIONSHIPS</b>	X	

**Additional Comments**  
 The BoE notes that over the last few years, we have had several sensitive personnel issues that have been resolved with little disruption to the District and the community. We thank Mr. Reiman for his handling of these items.

**APS Superintendent Evaluation  
Standard 4 - Business and Finance**

**Auburn Public Schools - District #29  
Superintendent Appraisal Instrument**

Name: Kevin Reiman

Date: 1/7/18

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a √ in the column of the appropriate ranking for each goal.

EXCEEDS = Exceeds District Expectations; MET = Meets District Expectations; UNMET = Does Not Meet  
Please note: Any goal marked as "Exceeds" or "Unmet" must be accompanied by written documentation.

STANDARD 4: BUSINESS AND FINANCE	EXCEEDS	MET	UNMET	Comments
Seeks Board input and recommends appropriate budgets and any subsequent budget revisions to the Board.		X		The BoE agrees with Mr. Reiman's self-evaluation.
Ensures complete financial controls/audits.	X			The BoE is satisfied with Mr. Reiman's performance
Regularly reports to the Board on district budget and finances.		X		The BoE is satisfied with Mr. Reiman's performance

APS Superintendent Evaluation  
Standard 4 - Business and Finance

<p>Informs the Board on current or proposed funding issues.</p>		X		<p>The BoE is satisfied with Mr. Reiman's performance</p>
<p>Develops facilities management plans and procedures.</p>		X		<p>Mr. Reiman maintains the long-range plans, including the short-term projects, very well.</p>
<p>Seeks alternative funding sources.</p>	X			<p>Mr. Reiman has leveraged significant alternative funding to provide several items the District would not have otherwise been able to afford.</p>
<p>Ensures the efficient alignment of district resources with district goals.</p>	X			<p>The BoE agrees with Mr. Reiman's self-evaluation.</p>

	Meets District Standards	Does Not Meet District Standards
<p><b>STANDARD 4: BUSINESS AND FINANCE</b></p>	X	

Additional Comments

**APS Superintendent Evaluation  
Standard 4 - Business and Finance**

As discussed with the External Review Team, the lack of funds has forced collaborations and creative problem-solving. We are impressed with the amount of work we accomplish with our funds!

**APS Superintendent Evaluation  
Standard 5 - Leadership**

**Auburn Public Schools - District #29  
Superintendent Appraisal Instrument**

Name: Kevin Reiman

Date: 1/7/18

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a √ in the column of the appropriate ranking for each goal.

EXCEEDS = Exceeds District Expectations; MET = Meets District Expectations; UNMET = Does Not Meet  
Please note: Any goal marked as "Exceeds" or "Unmet" must be accompanied by written documentation.

STANDARD 5: LEADERSHIP	EXCEEDS	MET	UNMET	Comments
Projects a strong leadership image.		X		The BoE believes Mr. Reiman does well in this area.
Demonstrates enthusiasm in carrying out job responsibilities.	X			Mr. Reiman clearly loves being Superintendent.

APS Superintendent Evaluation  
Standard 5 - Leadership

<p>Demonstrates knowledge of procedural aspects of the job.</p>		X	<p>Mr. Reiman is continuously actively learning and it shows.</p>
<p>Keeps the focus on student learning.</p>	X		<p>The District's student focus is clearly evident.</p>
<p>Seeks to learn and improve.</p>		X	<p>The BoE agrees with Mr. Reiman's self-evaluation.</p>
<p>Demonstrates awareness and implements current research and best practices.</p>		X	<p>In addition to the items Mr. Reiman listed in his self-evaluation, he participates on the School Improvement team</p>

APS Superintendent Evaluation  
Standard 5 - Leadership

<p>Facilitates development and implementation of long and short-term educational goals for the district.</p>		<p>X</p>		<p>The BoE agrees with Mr. Reiman's self-evaluation.</p>
<p>Ensures the District develops, maintains, and evaluates an effective curriculum that reflects the changing needs of students and society.</p>		<p>X</p>		<p>The BoE appreciates the data-driven approach that Mr. Reiman leads in the District.</p>
<p>Promotes staff growth to improve educational quality for all students.</p>		<p>X</p>		<p>In addition to the items Mr. Reiman listed in his self-evaluation, we note the Marzano implementation, including "train-the-trainer".</p>

	<p>Meets District Standards</p>	<p>Does Not Meet District Standards</p>
--	---------------------------------	---



APS Superintendent Evaluation  
Standard 5 - Leadership

STANDARD 5: LEADERSHIP		X
---------------------------	--	---

Additional Comments

**APS Superintendent Evaluation  
Standard 6 - Personal Traits**

**Auburn Public Schools - District #29  
Superintendent Appraisal Instrument**

Name: Kevin Reiman

Date: 1/7/18

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a ✓ in the column of the appropriate ranking for each goal.

EXCEEDS = Exceeds District Expectations; MET = Meets District Expectations; UNMET = Does Not Meet  
Please note: Any goal marked as “Exceeds” or “Unmet” must be accompanied by written documentation.

STANDARD 6: PERSONAL TRAITS	EXCEEDS	MET	UNMET	Comments
Elicits respect in the community, schools, and among peers.		X		The BoE agrees with Mr. Reiman's self-evaluation.
Accepts constructive criticism and responds appropriately - Maintains poise and composure in the face of crisis/criticism.		X		The BoE agrees with Mr. Reiman's self-evaluation and appreciates the work Mr. Reiman puts in on this standard.

**APS Superintendent Evaluation  
Standard 7 - Job Specific Targets**

**Auburn Public Schools - District #29  
Superintendent Appraisal Instrument**

Name: Kevin Reiman

Date: 1/7/18

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a √ in the column of the appropriate ranking for each goal.

EXCEEDS = Exceeds District Expectations; MET = Meets District Expectations; UNMET = Does Not Meet  
Please note: Any goal marked as “Exceeds” or “Unmet” must be accompanied by written documentation.

STANDARD 7: JOB SPECIFIC TARGETS	EXCEEDS	MET	UNMET	Comments
N/A				

APS Superintendent Evaluation  
Standard 7 - Job Specific Targets

	Meets District Standards	Does <b>Not Meet</b> District Standards
STANDARD 7: JOB SPECIFIC TARGETS	NA	

Additional Comments  
Not applicable

## OVERALL SUMMARY

NAME: Kevin Reiman DATE: 1/7/18

	Meets District Standards	Does Not Meet District Standards
STANDARD 1: RELATIONSHIP WITH THE BOARD	X	
STANDARD 2: COMMUNITY RELATIONS	X	
RELATIONSHIPS	X	
STANDARD 4: BUSINESS AND FINANCE	X	
STANDARD 5: LEADERSHIP	X	
STANDARD 6: PERSONAL TRAITS	X	
STANDARD 7: JOB SPECIFIC TARGETS	NA	0

ADDITIONAL COMMENTS:

ELIZABETH ANN KERLES KRAUSE

BOE President - printed

Elizabeth Smt. Kerles Krause

BOE President - signature

1/7/18

Date

Kevin Reiman

Superintendent - printed

[Signature]

Superintendent - signature

Date

My signature here does not indicate that I necessarily agree with the comments in this evaluation, but rather confirm that it did in fact take place and that I have had an opportunity to review and discuss it with the evaluator. I am aware that I have the prerogative of attaching a written response to this evaluation if I so desire.