

SUPERINTENDENT EVALUATION ACTION TIMELINE

NAME: Kevin Reiman

DATE: 2/1/24

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.

Superintendent Evaluation
Standard 1 -Relationship with the Board

Name: Kevin Reiman

Superintendent Appraisal Instrument

Date: 2/1/24

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			
Provides adequate meeting materials and background information	X			
Responds to Board Member questions thoroughly and shares information with the entire board in a timely manner.	X			

Superintendent Evaluation
Standard 1 -Relationship with the Board

Invites Board participation in district activities.	X			
Assists in development, recommendation, and administration of policies.	X			
Works with the Board to establish goals and plans for the future.	X			
Openly accepts Board input and is responsive to Board directions. Works to engender a collaborative working relationship with the Board.	X			

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			
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			

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

Additional Comments

Superintendent Evaluation
Standard 2 - Community Relations

Name: Kevin Reiman

Superintendent Appraisal Instrument

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STANDARD 2: COMMUNITY RELATIONS	EXCEEDS	MET	UNMET	Comments
Projects a positive image of the school district.	X			
Continually identifies all stakeholder groups and establishes open two (2)way lines of communication	X			
Maintains good media relations.	X			
Encourages collaborative relationships with neighborhoods, business, industry, government, and labor.	X			
Is “approachable” by members of the community.	X			

Superintendent Evaluation
Standard 2 - Community Relations

Prepares and shares pertinent information with the community.	X			
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	Meets District Standards	Does Not Meet District Standards
STANDARD 2: COMMUNITY RELATIONS	X	

Additional Comments

Superintendent Evaluation
Standard 3 - Superintendent/Staff Relationships

Name: Kevin Reiman

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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			
Demonstrates objectivity in personnel matters.	X			
Ensures evaluation of personnel will be consistent with policies and law.	X			

Superintendent Evaluation
Standard 3 - Superintendent/Staff Relationships

Shows concern for the welfare of staff.	X			
Delegates both responsibility and authority.	X			
Provides staff recognition for contribution(s) towards the betterment of educational outcomes.	X			
Promotes sound collective bargaining relations.	X			
Recruits competent staff.	X			

Superintendent Evaluation
Standard 3 - Superintendent/Staff Relationships

Involves the staff in strategic planning.	X			
Fosters team spirit and is “a part of the team.”	X			

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

Additional Comments

Superintendent Evaluation
Standard 4 - Business and Finance

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Superintendent Appraisal Instrument

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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			
Ensures complete financial controls/audits.	X			
Regularly reports to the Board on district budget and finances.	X			

Superintendent Evaluation
Standard 4 - Business and Finance

Informs the Board on current or proposed funding issues.	X			
Develops facilities management plans and procedures.	X			
Seeks alternative funding sources.	X			
Ensures the efficient alignment of district resources with district goals.	X			

	Meets District Standards	Does Not Meet District Standards
STANDARD 4: BUSINESS AND FINANCE	X	

Superintendent Evaluation
Standard 4 - Business and Finance

Additional Comments

Superintendent Evaluation
Standard 5 - Leadership

Name: Kevin Reiman

Superintendent Appraisal Instrument

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STANDARD 5: LEADERSHIP	EXCEEDS	MET	UNMET	Comments
Projects a strong leadership image.	X			
Demonstrates enthusiasm in carrying out job responsibilities.	X			

Superintendent Evaluation
Standard 5 - Leadership

Demonstrates knowledge of procedural aspects of the job.	X			
Keeps the focus on student learning.	X			
Seeks to learn and improve.	X			
Demonstrates awareness and implements current research and best practices.	X			

Superintendent Evaluation
Standard 5 - Leadership

Facilitates development and implementation of long and short-term educational goals for the district.	X			
Ensures the District develops, maintains, and evaluates an effective curriculum that reflects the changing needs of students and society.	X			
Promotes staff growth to improve educational quality for all students.	X			

	Meets District Standards	Does Not Meet District Standards
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X

Superintendent Evaluation
Standard 5 - Leadership

STANDARD 5: LEADERSHIP		
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Additional Comments

Superintendent Evaluation
Standard 6 - Personal Traits

Name: Kevin Reiman

Superintendent Appraisal Instrument

Date: 2/1/24

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STANDARD 6: PERSONAL TRAITS	EXCEEDS	MET	UNMET	Comments
Elicits respect in the community, schools, and among peers.	X			
Accepts constructive criticism and responds appropriately - Maintains poise and composure in the face of crisis/criticism.	X			

Superintendent Evaluation
Standard 6 - Personal Traits

Writes and speaks clearly and effectively.	X			
Is business like and professional in appearance.	X			
Projects a caring attitude.	X			
Displays a sense of humor.	X			

Superintendent Evaluation
Standard 6 - Personal Traits

Demonstrates good listening skills.	X			
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	Meets District Standards	Does Not Meet District Standards
STANDARD 6: PERSONAL TRAITS	X	

Additional Comments

Superintendent Evaluation
Standard 6 - Personal Traits

Superintendent Evaluation
Standard 7 - Job Specific Targets

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Superintendent Appraisal Instrument

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STANDARD 7: JOB SPECIFIC TARGETS	EXCEEDS	MET	UNMET	Comments

OVERALL SUMMARY

NAME: Kevin Reiman

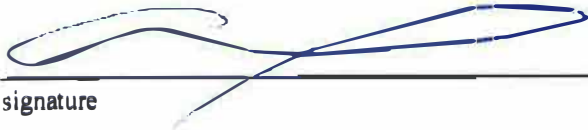
DATE: 2/1/24

	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	X	

ADDITIONAL COMMENTS:

ADAM DEMIKE

BOE President - printed



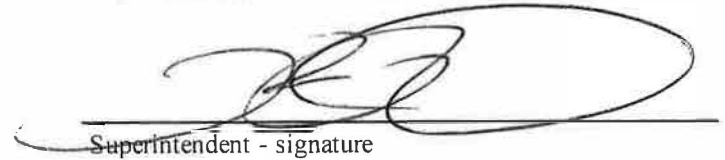
BOE President - signature

2-19-24

Date

Kevin Reiman

Superintendent - printed



Superintendent - signature

2/19/2024

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.