

SUFFOLK CITY SCHOOL BOARD

DISTRICT LEGAL SERVICES PERFORMANCE EVALUATION FORM

Communications between the School Board and the School Board Attorney must be candid in order to maintain the productive relationship that assures legal compliance with local, state and federal issues.

The Evaluation comments that follow are intended to promote open communication that focuses on constructive comments that will strengthen the important relationships between the School Board and the School Board Attorney.

| <i>Rating</i> | <i>Rating Description</i> |
|----------------------|---|
| 4 | Exceeds Expectations – Consistently demonstrates ability to provide services. Exhibits initiative by anticipating potential legal problems |
| 3 | Meets Expectations – Generally demonstrates ability to provide service |
| 2 | Needs Improvement – Occasionally demonstrates inability to provide service |
| 1 | Does not Meet – Frequently demonstrates inability to provide service |
| 0 | Not Observed *Score will not be included in calculations |

EVALUATION 2025

GENERAL RESPONSIBILITIES

(Place your rating number beside each letter below and provide an exemplar for the rating that “Does not Meet”)

Rating:

- A. _____ Provides service on legal issues
- B. _____ Represents the District in litigation
- C. _____ Prepares legal opinions and other legal documents in a timely manner
- D. _____ Advises the Board regarding the impact of administrative and judicial decisions upon the District
- E. _____ Assists with hearings before the Board
- F. _____ Shows ability to be effective in the development of Board Policy
- G. _____ Understands the role of the Board in policy making

() ***Composite Score for this Category***

RELATIONSHIP WITH THE BOARD

(Place your rating number beside each letter below and provide an exemplar for the rating that "Does not Meet")

Rating:

- A. _____ Responds timely to requests for information from the Board
- B. _____ Maintains harmonious working relationship with the Board
- C. _____ Keeps the Board informed on legal matters impacting the District
- D. _____ Attends meetings of the Board
- E. _____ Offers legal advice at Board meetings
- F. _____ Listens to the views and concerns of Board members

(_____) ***Composite Score for this Category***

PERSONAL QUALITIES

(Place your rating number beside each letter below and provide an exemplar for the rating that "Does not Meet")

Rating:

- A. _____ Maintains high standards of ethics, honesty, and integrity
- B. _____ Demonstrates ability to work well with the Board and Committees
- C. _____ Possesses and maintains the health and energy necessary to meet job demands
- D. _____ Maintains poise and emotional stability while performing professional duties
- E. _____ Expresses ideas, thoughts and opinions in a logical and forthright manner
- F. _____ Is suitably attired and groomed
- G. _____ Promotes positive image through actions and statements

(_____) ***Composite Score for this Category***

PERFORMANCE EVALUATION COMMENTS

OBJECTIVES FOR IMPROVING PERFORMANCE

COMPOSITE PERFORMANCE RATING

| | | | |
|---------------------------------|-------------------------------|------------------------------|---------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Exceeds Expectations | Meets Expectations | Needs Improvement | Does not Meet Expectations |

Signatures:

Chair of the School Board

Date

School Board Attorney

Date