

**CLAY COUNTY SCHOOL BOARD  
EVALUATION OF LEGAL SERVICES  
FOR SCHOOL BOARD MEMBERS AND SUPERINTENDENT**

**SCHOOL BOARD ATTORNEY:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

**GUIDELINES**

**Introduction**

The School Board Attorney is responsible for assisting the School Board and the Administration in the legal performance of their duties. The School Board Attorney has responsibility for preparing and rendering legal opinions at the request of the Superintendent, designated staff, the School Board, or a member of the Board.

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**Timeline**

- \* By September 30, each Board Member will complete the *Evaluation of Legal Services* form including comments and transmit it to the Board Secretary, who will compile one composite form from all submitted.
- \* The Superintendent will complete the *Evaluation of Legal Services* form and submit it to the Board Secretary.
- \* By October 31, the Board Secretary will provide each Board Member a copy of all the Board evaluation forms and the Superintendent's evaluation form.
- \* Prior to November 15 annually, the Board Chairman, Superintendent and Board Attorney will meet to discuss the composite evaluations.

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**CLAY COUNTY SCHOOL BOARD  
EVALUATION OF LEGAL SERVICES**

SCHOOL BOARD ATTORNEY: \_\_\_\_\_ YEAR: \_\_\_\_\_

<b>Rating Guide:</b>	<b>Outstanding</b> 9 - 8 - 7	<b>Effective</b> 6 - 5 - 4	<b>Needs Attention</b> 3 - 2 - 1
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If a rating of less than 4 is given, please describe, in reasonable detail, specific instances of unsatisfactory performance. If you have no knowledge about an item, put an "X" on the line.

**1. Responsibilities**

- \* Provides service on legal issues (Governance, Finance, Property, Pupils, Employees, Liability). \_\_\_\_\_
- \* Represents the district in litigation and arbitration proceedings. \_\_\_\_\_
- \* Prepares legal opinions and other legal documents in a timely manner (pleadings, briefs, contracts, leases). \_\_\_\_\_
- \* Reviews and assists in the preparation of Board policies. \_\_\_\_\_
- \* Advises the Board and staff regarding the impact of current federal and state legislation. \_\_\_\_\_
- \* Assists with planning for implementation of current legislation as it impacts the school district. \_\_\_\_\_
- \* Advises the Board and staff regarding the impact of administrative judicial decisions upon the district. \_\_\_\_\_
- \* Coordinates and assists with hearings before the School Board (student expulsion, non-renewal or dismissal of district personnel, special education appeals, Title IX appeals, student record appeals). \_\_\_\_\_
- \* Effectively analyzes and develops effective legal solutions to problems \_\_\_\_\_
- \* Advises administrative personnel regarding legal matters in the day-to-day operation of the district. \_\_\_\_\_
- \* Acts as counsel, or in support of outside counsel, in litigation instituted by and against the school system. \_\_\_\_\_
- \* Reasonably available for and promptly responds to daily requests for legal advice. \_\_\_\_\_
- \* Performs such other duties as may be directed by the Board or Superintendent. \_\_\_\_\_

Comments: \_\_\_\_\_  
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\_\_\_\_\_

**2. Relationships with the Board**

- \* Seeks and accepts constructive criticism of his/her work. \_\_\_\_\_
- \* Supports Board policy and actions to the public and staff. \_\_\_\_\_
- \* Maintains harmonious working relationship with the Board. \_\_\_\_\_

- \* Attends staff and Board meetings and is appropriately prepared to provide legal advice with regard to agenda items. \_\_\_\_\_
- \* Presents objective and consistent legal advice and adheres to ethical professional practices. \_\_\_\_\_
- \* Maintains current knowledge about the law and anticipates possible legal problems while developing effective solutions. \_\_\_\_\_
- \* Remains impartial toward Board members, according all equitable treatment. \_\_\_\_\_

Comments: \_\_\_\_\_  
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**3. Communications Skills**

- \* Informs the Board of pertinent changes in state and federal law, advises Board on impact of impending legislation. \_\_\_\_\_
- \* Maintains effective working relationship with the Board members. \_\_\_\_\_
- \* Effectively communicates with the public. \_\_\_\_\_
- \* Provides updates on pending legal matters. \_\_\_\_\_
- \* Effectively communicates with the Board in written and oral form. \_\_\_\_\_

Comments: \_\_\_\_\_  
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**4. Organization**

- \* Refers work to outside counsel as appropriate and monitors outside services as needed. \_\_\_\_\_
- \* Develops methods to minimize costs associated with his/her office and outside counsel. \_\_\_\_\_
- \* Maintains current status of all legal matters, including updates to the Board. \_\_\_\_\_
- \* Organizes office to ensure timely provision of services to the Board. \_\_\_\_\_

Comments: \_\_\_\_\_  
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**5. Personal Qualities**

- \* Maintains high standards of ethics, honesty, and integrity in all personal and professional matters. \_\_\_\_\_
- \* Has respect and standing among professional colleagues. \_\_\_\_\_
- \* Demonstrates ability to work well with individuals and groups. \_\_\_\_\_
- \* Uses language effectively in dealing with staff members, the Board and the public. \_\_\_\_\_
- \* Speaks well in front of groups, expressing ideas in a logical and forthright manner. \_\_\_\_\_
- \* Thinks well on his/her feet when faced with an unexpected or disturbing turn of events. \_\_\_\_\_

Comments: \_\_\_\_\_  
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**6. Objectives for Improving Performance**

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**7. Signatures**

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**EVALUATOR:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

\_\_\_\_\_  
**J. BRUCE BICKNER. School Bd. Attorney**  
**Date:** \_\_\_\_\_