

**SCHOOL DISTRICT OF CLAY COUNTY  
EVALUATION OF LEGAL SERVICES  
FOR SUPERINTENDENT**

**1. Daily Advice**

- Provides legal advice on a daily basis whether in person, by telephone, by email or by correspondence
- Reasonably available for and promptly responds to daily requests for legal advice
- Identifies potential legal risks or liabilities

*Above expectation* \_\_\_\_\_ *Meets expectation* \_\_\_\_\_ *Improvement expected* \_\_\_\_\_ *Unsatisfactory* \_\_\_\_\_

Comments:

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**2. Public Meetings**

- Attends regular and special School Board meetings, workshops, student expulsion hearings and other public meetings or hearings as requested
- Is appropriately prepared to provide legal advice with regard to items on such agendas

*Above expectation* \_\_\_\_\_ *Meets expectation* \_\_\_\_\_ *Improvement expected* \_\_\_\_\_ *Unsatisfactory* \_\_\_\_\_

Comments:

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**3. Contracts and Documents**

- Provides assistance in reviewing, revising, negotiating and drafting contracts or other documents relevant to the business of the School Board
- Assists in contract administration
- Provides legal advice regarding renewal or termination of contracts
- Prepares appropriate summaries of contracts and applicable deadline

*Above expectation* \_\_\_\_\_ *Meets expectation* \_\_\_\_\_ *Improvement expected* \_\_\_\_\_ *Unsatisfactory* \_\_\_\_\_

Comments:

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**4. Pending Claims and Litigation**

- Provides legal advice regarding issues which may escalate into claims or litigation against the School Board
- Identifies and provides legal advice regarding issues which the School Board may wish to pursue in litigation
- Represents the School Board's interests in order to protect it from significant legal risk or liability
- Represents the School Board in order to prevent it from suffering significant monetary losses
- Timely conveys the status of pending claims and litigation to Board members and appropriate administrators
- Prepares and disseminates summary status memos to Board members and appropriate administrators to keep all applicable individuals apprised of pending claims and litigation

*Above expectation* \_\_\_\_\_ *Meets expectation* \_\_\_\_\_ *Improvement expected* \_\_\_\_\_ *Unsatisfactory* \_\_\_\_\_

Comments:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

**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.

**Guidelines**

By August 31<sup>st</sup>, each Board Member will complete the *Evaluation of Legal Services for Board Members* form to include 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 for Superintendent* form and submit it to the Board Secretary.

By September 30<sup>th</sup>, the Board Secretary will provide each Board Member a copy of both the Board composite evaluation form and the Superintendent evaluation form. Prior to October 15<sup>th</sup> annually, the Board Chairman, Superintendent and Board Attorney will meet to discuss the composite evaluations.

**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).
- 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).
- Advises administrative personnel in areas of legal concern in the day-to-day operation of the district.
- Performs such other duties as may be directed by the Board or Superintendent.

*Above expectation* \_\_\_\_\_ *Meets expectation* \_\_\_\_\_ *Improvement expected* \_\_\_\_\_ *Unsatisfactory* \_\_\_\_\_

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.
- Remains impartial toward Board members, according all equitable treatment.
- Refrains from criticizing members of the Board.
- Goes immediately and directly to the Board when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the Board, in an earnest effort to resolve such differences immediately.

*Above expectation* \_\_\_\_\_ *Meets expectation* \_\_\_\_\_ *Improvement expected* \_\_\_\_\_ *Unsatisfactory* \_\_\_\_\_

Comments:

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**3. Community Relationships**

- Has respect and status in the community on the conduct of school matters.
- Has friendly and cooperative relationships with the news media.

*Above expectation* \_\_\_\_\_ *Meets expectation* \_\_\_\_\_ *Improvement expected* \_\_\_\_\_ *Unsatisfactory* \_\_\_\_\_

Comments:

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**4. 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.
- Maintains poise and emotional stability in the full range of professional duties.
- Is suitably attired and groomed.
- 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.

*Above expectation* \_\_\_\_\_ *Meets expectation* \_\_\_\_\_ *Improvement expected* \_\_\_\_\_ *Unsatisfactory* \_\_\_\_\_

Comments:

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**OBJECTIVES FOR IMPROVING PERFORMANCE:**

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**COMPOSITE PERFORMANCE RATING:**

*Does not meet* \_\_\_\_\_ *Needs improvement* \_\_\_\_\_ *Meets Expectation* \_\_\_\_\_ *Exceeds Expectation* \_\_\_\_\_

Board Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_