



## SCHOOL BOARD ATTORNEY ANNUAL EVALUATION

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### RATING GUIDE (fractions may be used):

5	Outstanding
4	Exceeds Expectations
3	Meets Expectations
2	Needs Improvement
1	Unsatisfactory
N/O	Not Observed

If a rating of less than 2.00 is given, please describe in reasonable detail specific instances of unsatisfactory performance. Comments for other ratings are suggested to assist the School Board Attorney.

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### 1. PERFORMANCE

- A. Provides legal advice on a daily basis whether in person, by telephone, e-mail, or correspondence \_\_\_\_\_
- B. Reasonably available for and promptly responds to daily requests for legal advice \_\_\_\_\_
- C. Identifies potential legal risks or liabilities \_\_\_\_\_
- D. Represents the District in litigation, arbitration, and arbitration proceedings \_\_\_\_\_
- E. Prepares legal opinions and other legal documents (pleadings, briefs, contracts, leases) in a timely manner \_\_\_\_\_
- F. Advises the School Board and staff regarding the impact of current federal and state legislation \_\_\_\_\_
- G. Assists with planning for implementation of current legislation as it impacts the school district \_\_\_\_\_
- H. Advises the School Board and staff regarding the impact of administrative judicial decisions upon the district \_\_\_\_\_

- I. Coordinates and assist with hearings before the School Board (student expulsion, non-renewal or dismissal of district personnel, special education appeals and student record appeals) \_\_\_\_\_
- J. Advises administrative personnel in areas of legal concern in the day-to-day operation of the district \_\_\_\_\_
- K. Reviews and assist in the preparation of School Board policies \_\_\_\_\_
- L. Shows evidence of detecting, analyzing and developing effective legal solutions to problems \_\_\_\_\_
- M. Renders other legal services as required \_\_\_\_\_

COMMENTS (re Performance)

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**2. PROFESSIONAL SERVICES**

- A. Attends staff and School Board meetings, serves as the parliamentarian for the School Board \_\_\_\_\_
- B. Represents the School Board in administrative hearings, including appeals \_\_\_\_\_
- C. Presents objective and consistent legal advice and adheres to ethical professional practices \_\_\_\_\_
- D. Maintains current knowledge about the law and anticipates possible legal problems while developing effective solutions \_\_\_\_\_

COMMENTS (re Professional Services)

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**3. PENDING CLAIMS AND LITIGATION**

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

COMMENTS (re Pending Claims and Litigation)

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**4. TRAINING, IN-SERVICE, SEMINARS AND LEGAL UPDATES**

- A. Provides training and in-service seminars as requested \_\_\_\_\_
- B. Content of training and in-service seminars appropriate for group being addressed \_\_\_\_\_
- C. Promptly advises of changes in the law and impact to School Board \_\_\_\_\_

COMMENTS (re Training, In-Service Seminars and Legal Updates)

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**5. PUBLIC MEETINGS**

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

COMMENTS (re Public Meetings)

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**6. CONTRACTS AND DOCUMENTS**

- A. Provides assistance in reviewing, revising, negotiating, and draft contracts or other documents relevant to the business of the School Board \_\_\_\_\_
- B. Assists in contract administration \_\_\_\_\_
- C. Provides legal advice regarding renewal or termination of contracts \_\_\_\_\_
- D. Prepares appropriate summaries of contracts and applicable deadline \_\_\_\_\_

COMMENTS (re Contracts and Documents)

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**7. COMMUNITY RELATIONSHIPS**

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

COMMENTS (re Community Relationships)

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**8. PERSONAL QUALITIES**

- A. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters \_\_\_\_\_
- B. Has respect and standing among professional colleagues \_\_\_\_\_
- C. Demonstrates ability to work well with individuals and groups \_\_\_\_\_
- D. Maintains poise and emotional stability in the full range of professional duties \_\_\_\_\_
- E. Is suitably attired and groomed \_\_\_\_\_
- F. Uses language effectively in dealing with staff members, the School Board and the public \_\_\_\_\_
- G. Speaks well in front of groups, expressing ideas in a logical and forthright manner \_\_\_\_\_
- H. Thinks well on his/her feet when faced with an unexpected or disturbing turn of events \_\_\_\_\_

COMMENTS (re Personal Qualities)

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**9. RELATIONSHIPS WITH THE SCHOOL BOARD**

- A. Seeks and accepts constructive criticism of his/her work \_\_\_\_\_
- B. Supports School Board policy and actions to the public and staff \_\_\_\_\_

- C. Maintains harmonious working relationship with the School Board \_\_\_\_\_
- D. Remains impartial toward School Board members, according all equitable treatment \_\_\_\_\_
- E. Refrains from criticizing members of the School Board \_\_\_\_\_
- F. Goes immediately and directly to the School Board when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the School Board in an earnest effort to resolve such differences immediately \_\_\_\_\_

COMMENTS (re Relationships with the School Board)

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**10. ORGANIZATION**

- A. Refers work to outside counsel as appropriate and coordinates and monitors outside services as needed \_\_\_\_\_
- B. Develops methods to minimize costs associates with School Board Attorney's office and outside counsel \_\_\_\_\_
- C. Maintains current status of all legal matters, including updates to the School Board \_\_\_\_\_
- D. Organizes office to ensure timely provision of services to the Board \_\_\_\_\_

COMMENTS (re Organization)

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**ATTORNEY COMMENTS:** \_\_\_\_\_  
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**COMPOSITE PERFORMANCE RATING:**

- 5 Outstanding \_\_\_\_\_
- 4 Exceeds Expectations \_\_\_\_\_
- 3 Meets Expectations \_\_\_\_\_
- 2 Needs Improvement \_\_\_\_\_
- 1 Unsatisfactory \_\_\_\_\_
- N/O Not Observed \_\_\_\_\_

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**SCHOOL BOARD MEMBER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SCHOOL BOARD ATTORNEY SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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