

The School Board of Broward County, Florida
Evaluation of the General Counsel
2011-2012

Directions: Use the scale identified for each standard to indicate the performance of the General Counsel. Indicate the rating by placing a ✓ in the box under the appropriate column. The definition of each rating is found in the Scoring Rubric on Page 4. Use space associated with each standard, as needed, for specific comments.

Standard/Indicators	Scoring Rubric			
Standard 1. ACCESSIBILITY / RESPONSIVENESS / EFFECTIVENESS This standard measures the General Counsel's timeliness and availability to School Board Members. It also addresses his ability to effectively counsel the Board and to provide them with leadership on legal issues.	Highly Effective	Effective	Needs Improvement	Unsatisfactory
a. Provides timely legal counsel on potential legal issues which may impact the District.				
b. Provides effective solutions to potential legal problems that may impact the District.				
c. Seeks out the voice of the Board, when appropriate, in the development of legal strategy.				
d. Assists Chair with his/her parliamentary duties.				
e. Keeps the Board informed of pertinent changes in the law and legislative issues.				
f. Provides useful legal counsel during Board meetings.				
g. Is accessible to Board Members.				
h. Communicates with Board Members in oral and written form in a concise and understandable manner.				
i. Identifies issues and provides reasonable alternative courses of action when addressing matters with the Board.				
j. Provides and/or supports training programs for the Board and staff as needed.				
k. Works with Board committees or other school related organizations as needed or directed.				

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Standard 2. COMPETENCY This standard measures the General Counsel's ability to address substantive areas of the law that impact Broward County Public Schools.	Highly Effective	Effective	Needs Improvement	Unsatisfactory
a. Demonstrates knowledge regarding Government in the Sunshine laws, including public meetings and public records laws.	Comments:			
b. Demonstrates knowledge regarding administrative law and procedures.				
c. Demonstrates knowledge regarding general school law and other areas of general law affecting District operations.				
Standard 3. MANAGEMENT AND LEGAL SERVICES This standard measures the General Counsel's management of the General Counsel's Office ("GCO"), as well as his oversight of in-house and outside litigation, and contracts with outside counsel.	Highly Effective	Effective	Needs Improvement	Unsatisfactory
a. District staff are effectively prepared for trials, hearings, meetings, and depositions and supported in legal matters affecting their divisional departments.	Comments:			
b. Attorneys and non-attorneys in the GCO are provided in-service opportunities.				
c. GCO staff are accessible to Board Members.				
d. Refers work to outside counsel as appropriate and manages services as needed.				
e. Organizes the GCO and in-house attorneys to provide effective and efficient services.				

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Standard/Indicators	Scoring Rubric			
Standard 4. PROFESSIONALISM This standard measures the General Counsel's diligence, and professionalism in his role as an advocate and counselor for the School Board.	Highly Effective	Effective	Needs Improvement	Unsatisfactory
a. Interacts with others in a courteous manner.	<div>Comments:</div>			
b. Effective in communicating with the public, when necessary and as appropriate.				
c. Projects a positive image to others on behalf of The School Board.				
d. Operates with integrity and professionalism.				
e. Demonstrates perseverance, attention and care to detail.				
f. Has the legal knowledge, skills, thoroughness and preparation that are reasonably necessary to represent the interests of the School Board.				
g. Maintains confidentiality of privileged attorney-client matters.				
h. Avoids situations which may be construed as a conflict of interest.				
i. Demonstrates respect for the legal system and those who serve it, including judges, other attorneys and public officials.				
j. Engages in ongoing Continuing Legal Education Programs relevant to the performance of duties and in accordance with the Rules Regulating the Florida Bar.				

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Scoring Rubric:

School Board Members will consider the General Counsel's attainment of each performance standard. School Board Members should not rate each indicator on the evaluation, but rather, consider the indicators in determining the overall rating for each performance standard.

Rating	Description
Highly Effective	Performance consistently exceeds expectations. Performance demonstrates outstanding aptitude and proficiency.
Effective	Performance consistently meets expectations. Performance demonstrates skillful competence and proficiency.
Needs Improvement	Performance inconsistently meets expectations. Performance needs attention and development. If this rating is used, specific reference to the performance concerns must be indicated.
Unsatisfactory	Performance is consistently unacceptable. Performance does not adequately meet expectations to fulfill responsibilities. If this rating is used, specific reference to the performance concerns must be indicated. A written plan, including a timeline, for improving the performance indicator(s) may be requested by the School Board.

COMMENTS:

Overall _____
*Average of all Standards

Board Member Signature

Date

General Counsel Signature

Date

Procedures for Evaluating the General Counsel

1. The evaluation instrument and procedures will be distributed to Board Members May 1st of each year.
2. Board Members will complete and sign the evaluation instrument and return it to the Chair by June 15th. Each Board Member shall meet with the General Counsel prior to the submittal of the completed evaluation instrument.
3. Upon completion of the evaluation, each Board member shall calculate an “overall” rating for the General Counsel by averaging the score of the four Standards.
4. Upon receipt of all Board Member evaluations, the Chair’s Office shall calculate the average of all Members’ “overall” ratings for a combined rating. A combined rating of 3 (“effective”) or higher shall be deemed a “satisfactory evaluation.”
5. The Chair’s Office shall provide a copy of all Board Member evaluation responses to each Board Member.
6. The Chair’s office will transmit a copy of each Board Member’s evaluation, along with a cover letter noting the combined rating, to the General Counsel. A copy of the transmittal letter shall also be copied to all Board Members.
7. The evaluation procedures do not require a compilation or consensus. If the General Counsel wishes to file a written response to any Member’s evaluation, he may do so. The response becomes part of the evaluation record. If an individual Board Member wishes to confer with the General Counsel concerning a response, that Board Member may do so.