



SUPERINTENDENT EVALUATION PROCESS

BOARD OF EDUCATION MEETING

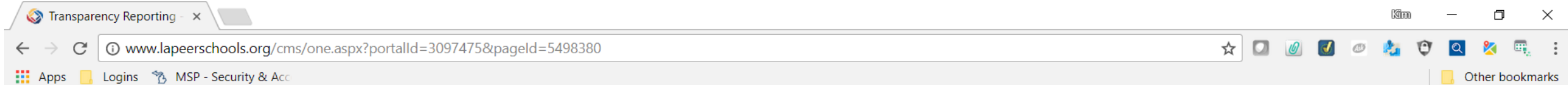
FEBRUARY 5, 2020



EVALUATION REGULATIONS

- MCL 380.1249 Requires school districts in Michigan to comply with specific guidelines in the evaluation of professional staff members including teachers, building and curriculum administrators, and school district Superintendents. These requirements include the following recent changes:
 - Mandated use of specified tool (Districts may select from a list of “approved” tools)
 - Inclusion of student growth in determination of final score
 - Training for both those administering the tool and those being evaluated by the tool
 - Posting requirements stating the Performance Evaluation System is available to the public on the district website
- Locally, we have adopted the following Board policies to ensure compliance with these requirements:
 - Board Policy 1240 Evaluation of Superintendent
 - Board Policy 1420 School Administrator Evaluation
 - Board Policy 3220 Professional Staff Evaluation

ONLINE ACCESS TO EVALUATION MATERIALS



Section 9 - District Paid Out-of-State Travel Information

- [Out-of-State Travel Expenses 2016-2017](#)
- [Out-of-State Travel Expenses 2015-2016](#)

Educator Evaluation System Postings & Assurances

Teachers: Charlotte Danielson's Framework for Teaching

- [Board Policy 3220 \(updated June 2017\)](#)
- [Evaluation Process \(AG3220 TPEP\)](#)
- [Evaluation Framework and Rubrics](#)
- [Posting Requirements](#)
- [Training Plan](#)

Building Administrators: School Advance

- [Board Policy 1420 \(updated June 2017\)](#)
- [Evaluation Process \(AG 1420 APEP\)](#)
- [Evaluation Framework and Rubrics](#)
- [Posting Requirements](#)
- [Training Plan](#)

Superintendent: MASB

- [Board Policy 1240 \(updated June 2017\)](#)
- [Evaluation Framework & Rubrics, Posting Requirements & Evaluation Process](#)
- [Training Plan](#)

[Link to the Michigan School Data Portal](#)



SUPERINTENDENT EVALUATION TOOL AND TRAINING

Tool Selected: MASB Superintendent Evaluation System

- Initial Training Provided in January of 2017
 - New Board Member training scheduled as needed
- Evaluation Cycle Established

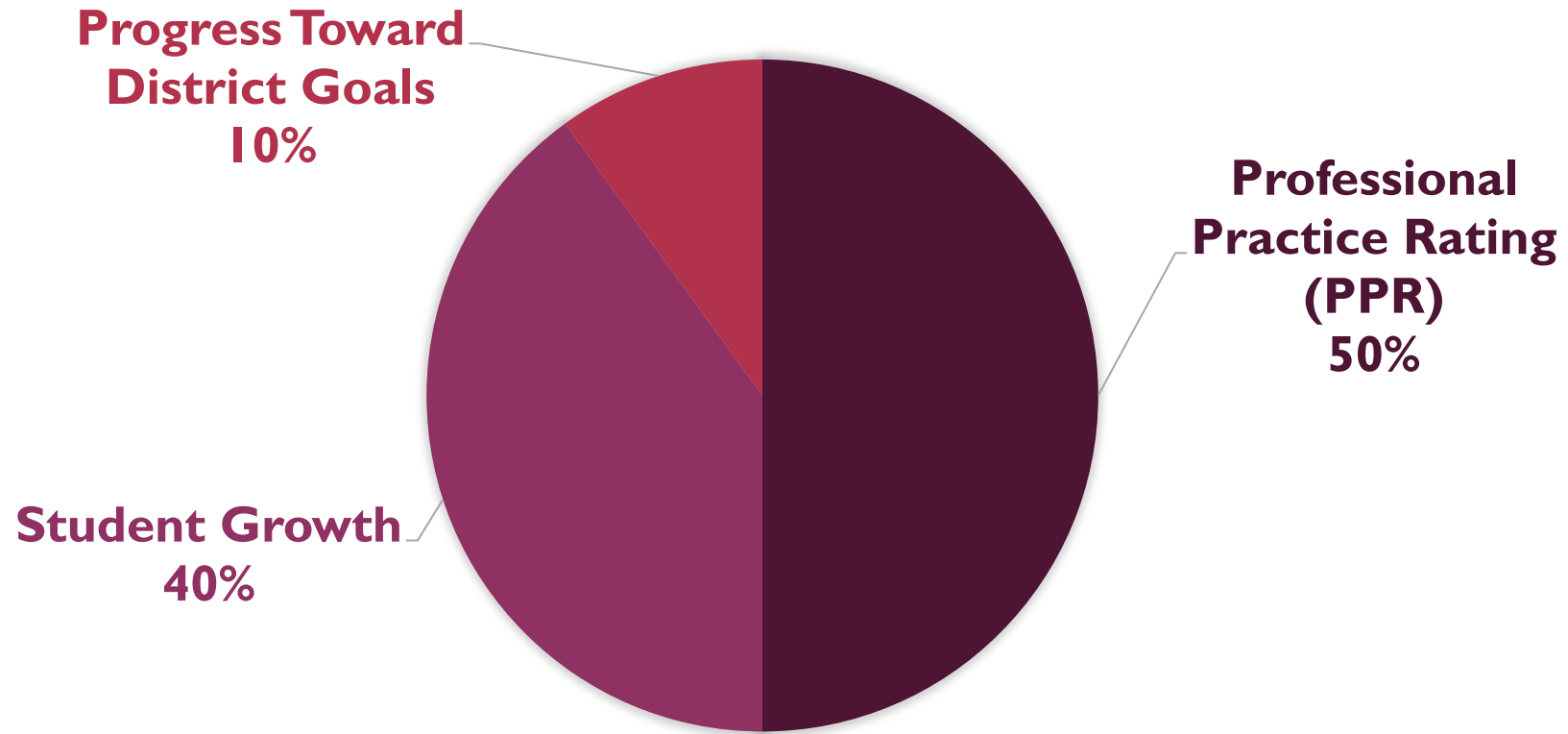
EVALUATION PROCESS & TIMELINE

APRIL 2019-MARCH 2020

Month	Activity
April 2019	Evaluation Process Initiated
August 2019	Informal Update #1 <i>Evidence of progress in goal areas provided</i>
October 2019	Formal Update <i>Evidence of progress in goal areas provided</i>
December 2019	Informal Update #2 <i>Evidence of progress in goal areas provided</i>
February 2020	Formal Update #2 <ul style="list-style-type: none">• <i>Superintendent Self-Evaluation</i>• <i>Student Growth Data Report</i>• <i>Progress Toward District Goals Report</i>
March 2020	<ul style="list-style-type: none">• Formal Evaluation

SUPERINTENDENT EVALUATION TOOL

Evaluation Components - % of Overall Rating

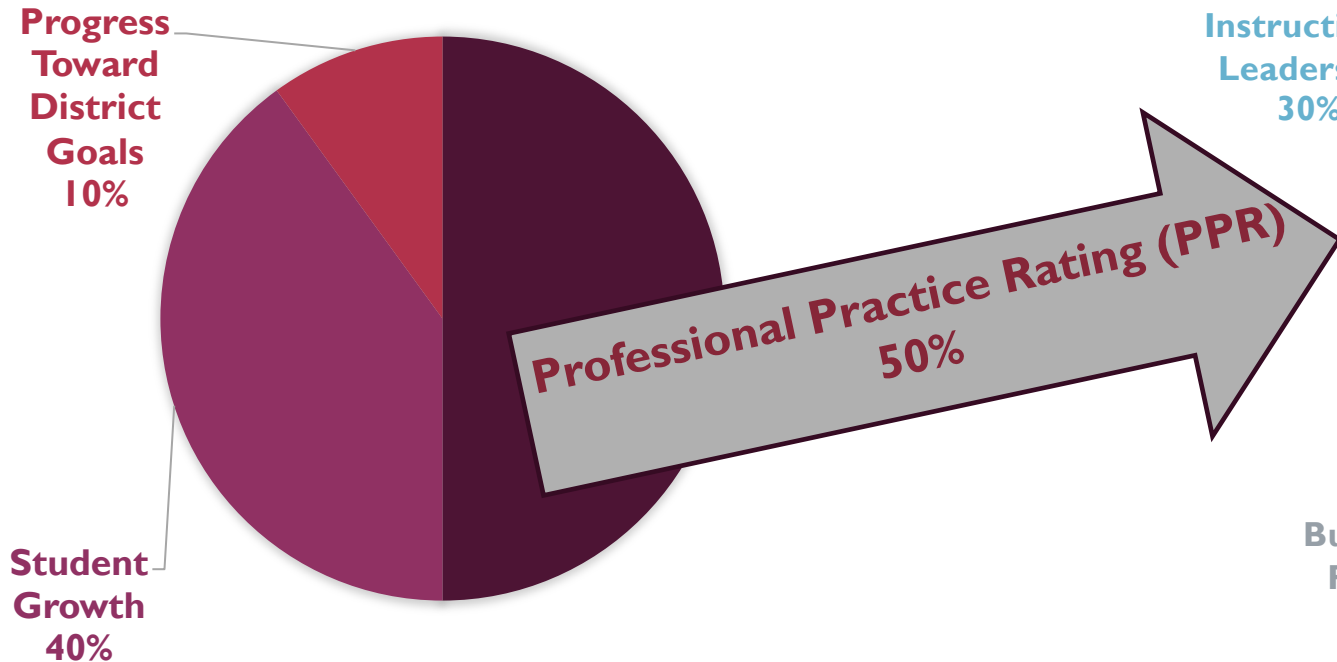


SUPERINTENDENT EVALUATION TOOL

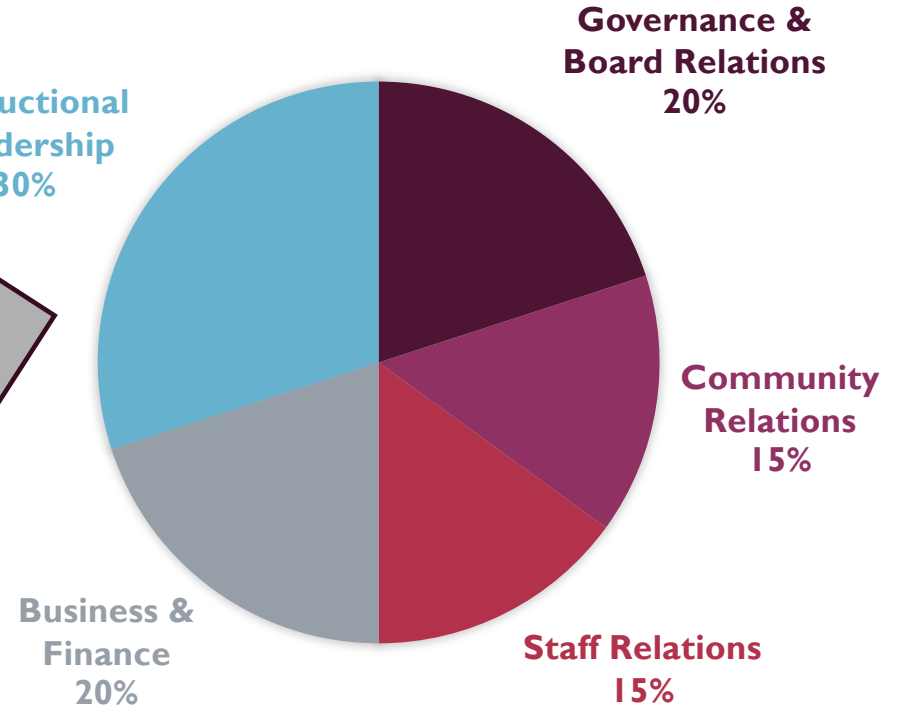
EVALUATION COMPONENTS - % OF OVERALL RATING

SUBCOMPONENTS OF PROFESSIONAL PRACTICE RATING & WEIGHTING

Evaluation Components - % of Overall Rating

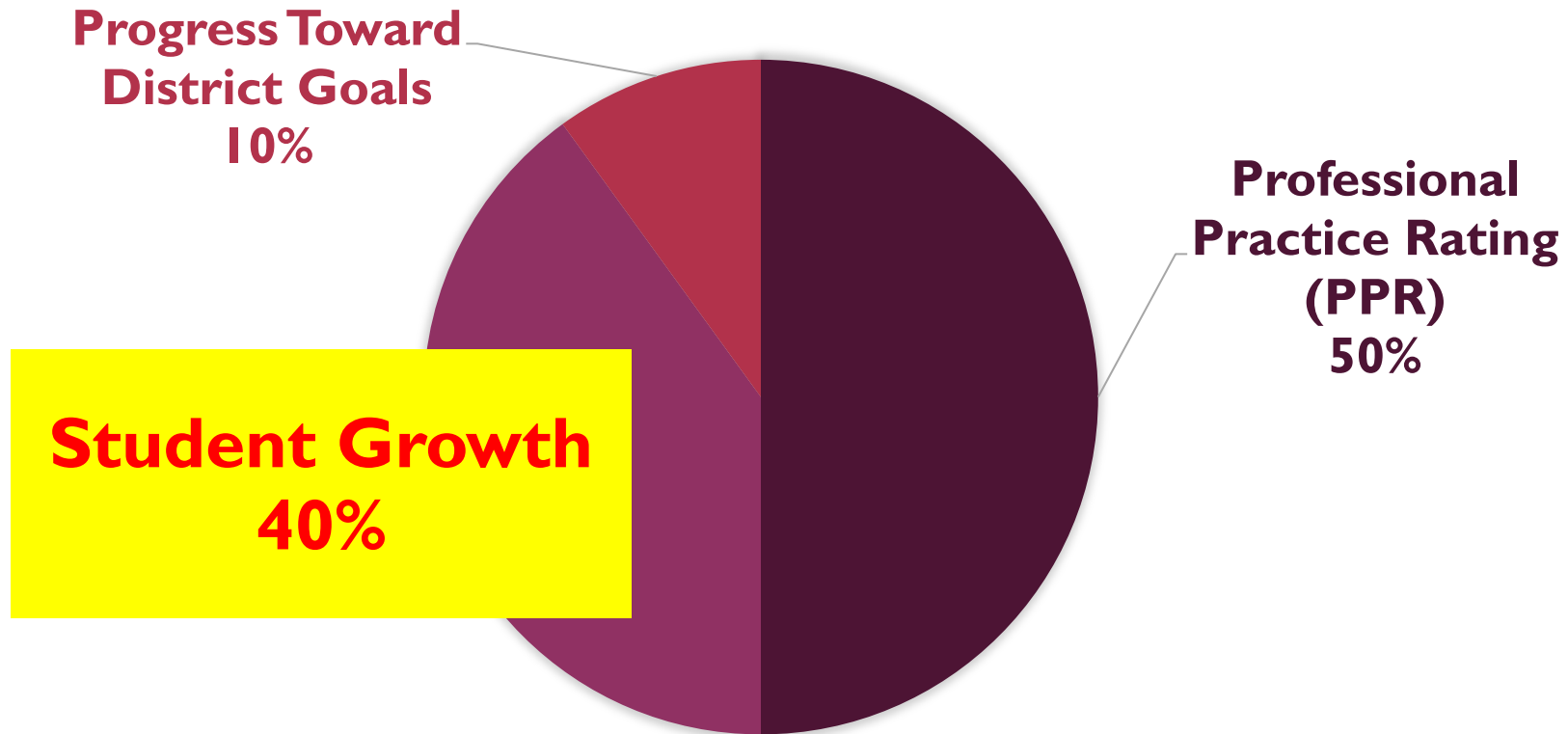


Instructional Leadership
30%



SUPERINTENDENT EVALUATION TOOL

Evaluation Components - % of Overall Rating



CALCULATING STUDENT GROWTH SCORES

For teachers, building administrators, and the Superintendent, student growth scores must be no less than 40% of the overall calculated Summative Evaluation score for 2019-2020. Student growth scores:

- for **teachers** and **building administrators**, student growth scores are calculated as a combination of state assessment and other identified growth measures.
- For the **Superintendent (*and other district-level instructional staff*)**, the growth score calculation is based on the district SGP for reading and math and an average of other identified building growth measures used for teacher and administrator evaluations.

CALCULATING STUDENT GROWTH SCORES

Assessments Used for Student Growth Scores for District Administrators

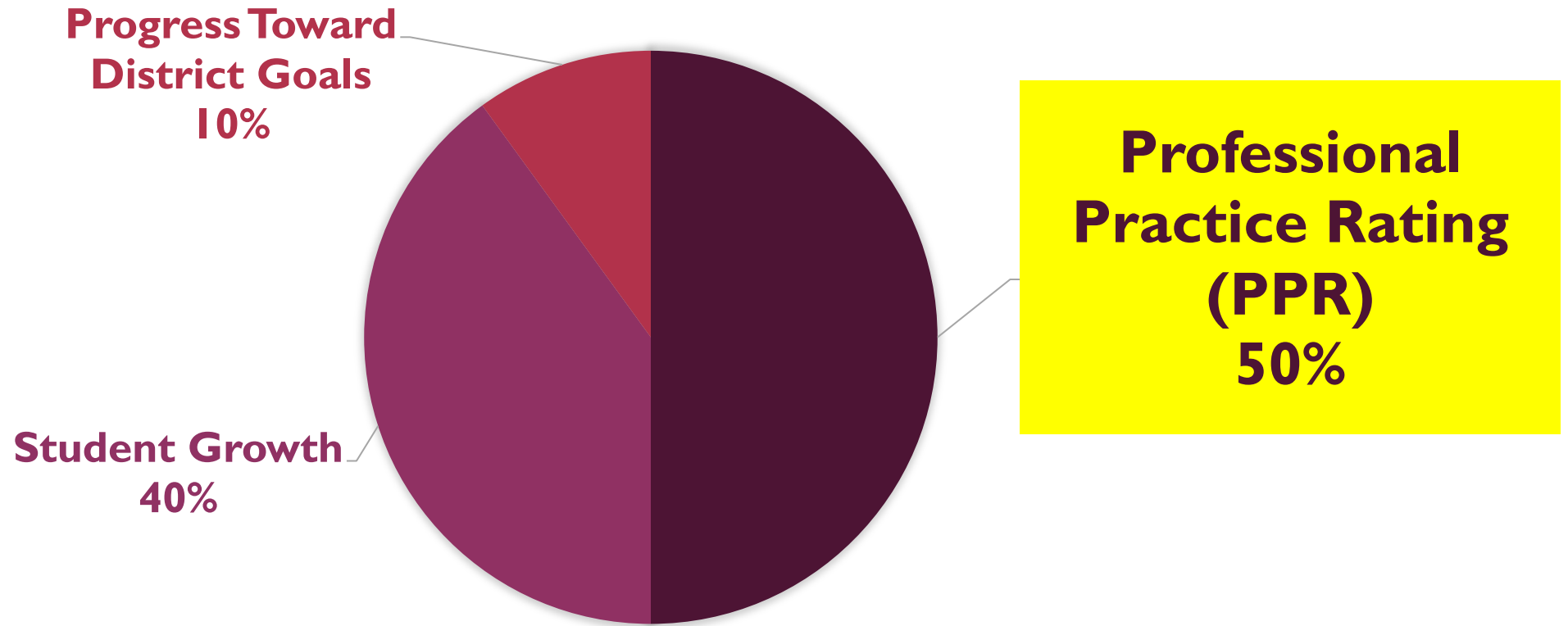
20% State Assessment	20% Other Student Growth Measure
Most recent 3-year District *(SGP) score based on a weighted average of MSTEP and PSAT/SAT for all students assigned to the district in reading and math	Average the most recent calculated "Other Student Growth Measure" score from all buildings in the district.

Final Student Growth Rating Calculation

		State Assessment Growth Determination			
		1 Ineffective	2 Min Eff.	3 Effective	4 Highly Eff.
Other Student Growth Measure Determination	1 Ineffective	1 Ineffective	2 Minimally Effective	2 Minimally Effective	3 Effective
	2 Minimally Eff.	2 Minimally Effective	2 Minimally Effective	3 Effective	3 Effective
	3 Effective	2 Minimally Effective	3 Effective	3 Effective	4 Highly Effective
	4 Highly Eff.	3 Effective	3 Effective	4 Highly Effective	4 Highly Effective

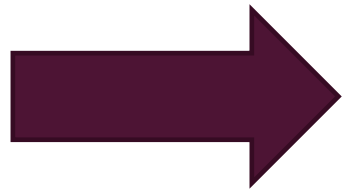
SUPERINTENDENT EVALUATION TOOL

Evaluation Components - % of Overall Rating



EVALUATION PROCESS & TIMELINE

Throughout the evaluation cycle, evidence is collected and organized in each of the **Professional Practice Rating Categories**

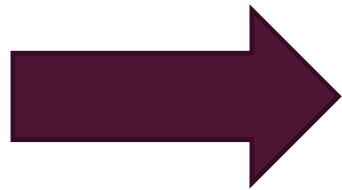


- Governance & Board Relations
- Community Relations
- Staff Relations
- Business & Finance
- Instructional Leadership

Each component within the **Professional Practices Section**, is broken down further into individual categories for scoring. For example, the Business & Finance Category has 5 different scored areas:

EVALUATION PROCESS & TIMELINE

Throughout the evaluation cycle, evidence is collected and organized in each of the **Professional Practice Rating Categories**



- Governance & Board Relations
- Community Relations
- Staff Relations
- **Business & Finance**
- Instructional Leadership

Each component within the **Professional Practices Section**, is broken down further into individual categories for scoring. For example, the Business & Finance Category has 5 different scored areas:

- ***Budget development and management***
- ***Budget Reports***
- ***Financial controls***
- ***Facility management***
- ***Resource allocation***

A rating will be established for each individual category within the section.

SCORING THE EVALUATION

CLOSED SESSION

In closed session (as requested by the Superintendent) Board President reviews self-evaluation and evidence. Board members will review and discuss performance ratings for each of the individual categories.

- Board President facilitates a discussion regarding the **Professional Practice Rating**. Score is assigned and recorded in each performance indicator via consensus of the Board of Education. Summary Comments by the Board of Education and Superintendent are recorded.
- Board President reviews evidence provided regarding progress towards **Student Growth**. Board President facilitates a discussion regarding the performance rating. Score is assigned via calculation. Summary comments are recorded.
- Board President reviews evidence provided regarding progress toward **District-Wide goals**. Board President facilitates a discussion regarding the performance rating. Score is assigned via consensus of the Board of Education. Summary comments are recorded.

SCORING

GOVERNANCE AND BOARD RELATIONS SAMPLE

		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
A1	Policy involvement Professional Standards for Educational Leaders: 2, 9	Makes decisions without regard to adopted policy.	Provides correspondence from policy provider with recommendation(s) for adoption. Follows as written.	Is actively involved in the development, recommendation and administration of district policies.	Is proactive in the determination of district needs and policy priorities.	
A2	Goal development Professional Standards for Educational Leaders: 1, 9, 10	Goals are not developed.	Goals are defined by implementing state curriculum and seeking to maximize student scores.	Facilitates the development of short-term goals for the district. Provides the necessary financial strategies to meet those goals.	Believes in and facilitates the development of short-/long-term goals for the district. Aligns the available resources within the budget to accomplish these goals.	
A3	Information Professional Standards for Educational Leaders: 2, 7, 9	Does not provide the information the board needs to perform its responsibilities.	Keeps only some members informed, making it difficult for the board to perform its responsibilities.	Keeps the board informed with appropriate information as needed so it may perform its responsibilities.	Keeps all board members informed with appropriate, regular communication so it may perform its responsibilities.	
A4	Materials and background Professional Standards for Educational Leaders: 7, 9	Meeting materials aren't readily available. Members arrive at meetings without enough prior information regarding agenda or background information.	Meeting materials are incomplete and don't include adequate background information or historical perspective.	Materials are provided. Background and historical perspective are included. Recommendations are included.	Meeting materials are comprehensive with all adequate background information and previous action included. Recommendations are well thought out.	
A5	Board questions Professional Standards for Educational Leaders: 2, 7, 9	Board questions aren't fully answered and some information may be incorrect. Some questions may be avoided.	Most board questions are answered. All members aren't apprised of all relevant questions/answers.	Board questions are addressed with follow-up to members.	Board questions are answered thoroughly with communication to all members to ensure understanding.	
A6	Board development Professional Standards for Educational Leaders: 6	Doesn't promote and does not budget for board development.	When prompted, provides members with information about board development.	Provides members with information regarding board development opportunities when they arise and budgets for board development.	Actively encourages board development by seeking and communicating opportunities. Ensures funding is aligned to board development plan.	

Category rating:

SCORING THE EVALUATION

OPEN SESSION

- When returning to Open Session, the Board President reads aloud:
 - The consensus score/rating identified for each performance indicator and the calculated domain score
 - The score/rating for student growth
 - The score/rating for the progress toward district-wide goals
 - Overall rating earned by the Superintendent
- Vote taken to adopt the completed year-end evaluation for the superintendent