

THE SCHOOL COMMITTEE OF THE CITY OF BOSTON



TO: Brenda Casselius, Ed.D, Superintendent, Boston Public Schools

FROM: The Boston School Committee

CC: Mayor Martin J. Walsh

SUBJECT: Superintendent's Performance Evaluation Process: SY 2019-2020

DATE: January 29, 2020

Introduction

Among the primary responsibilities of the Boston School Committee are the hiring, supervision, and evaluation of the superintendent. Since 2013, however, we have only completed two annual evaluations of previous superintendents. It is time to implement a system of evaluation that is meaningful and useful for you, the School Committee, and the community of Boston. We are thankful for your recommendations for ways in which we can develop a process that is aligned with the district's strategic vision, your operational plan, and the work you do with your staff to achieve our collective goals. The purpose of this memo is to outline the process of the evaluation, and critical dates for reporting, feedback, and for final approval of the evaluation.

This process of evaluation will be collaborative and iterative and will review the evidence provided that supports the effectiveness of your efforts to improve outcomes for all children in Boston Public Schools as they are aligned with the strategic plan of the district. Your report will include three parts. The first will be a report on your **professional performance** for that academic year. The second will be your **educator development plan** for the upcoming academic year. The third will be a report on the **goals** that the Committee set with you for the current academic year.

This inaugural year, the focus will be on your professional performance. As part of this process, you will develop your educator development plan and work with the Committee to develop your SMART goals for School Year (SY) 2020-2021. (SMART goals are: specific and strategic, measurable, action-oriented, rigorous, realistic and result-focused, timed and tacked).

Portfolio of Professional Performance:

You will deliver this portfolio to the School Committee at the end of April. During the May School Committee meetings, we will review with you the evidence of and self-evaluation of your professional performance in the following eight domains:

BSC Memo to Superintendent Brenda Cassellius
Re: Superintendent Performance Evaluation Process, SY 2019-2020
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UNDERSTANDS ROLE AND RESPONSIBILITIES AS SUPERINTENDENT

Corresponds to DESE Standard IV: Professional Culture

COMMITMENT TO ACADEMIC EXCELLENCE AND INNOVATION

Corresponds to DESE Indicator I-E: Data-Informed Decision-Making, and Indicator IV-A: Commitment to High Standards

PRODUCTIVITY, ORGANIZING, AND PLANNING

Corresponds to DESE Standard II: Management and Operations

FISCAL RESPONSIBILITY AND BUDGETARY CONTROLS

Corresponds to DESE Indicator II-E: Fiscal Systems

JUDGMENT/DECISION MAKING

Corresponds to DESE Indicator II-D: Law, Ethics, and Policies

COLLABORATION/TEAMWORK

Corresponds to DESE Standard III: Family and Community Engagement and Indicator IV-E: Shared Vision

FOCUS ON EQUITY AND EXCELLENCE

Corresponds to DESE Indicators I-D: Evaluation; II-D: Law, Ethics, and Policies; III-C: Communication; and IV-A: Commitment to High Standards

COMMUNICATION AND INTERPERSONAL SKILLS

Corresponds to DESE Indicator IV-C: Communications

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Final Report

By the end of May, the Boston School Committee will share, in writing, its response to your evaluation, along with recommendations for your Educator Development Plan (EDP) for the following academic year, and recommended three SMART Goals for that year. A subset of the Committee will work with you to develop a consensus on the EDP and SMART Goals which will be presented to the full Committee for review at the June 10th Committee meeting. On June 24th, the Committee will vote on the final approval of the evaluation report.

SY 2019-2020 Superintendent Performance Evaluation Process Timeline:

May 13, 2020	Report on Domains (TBD)
May 27, 2020	Report on Domains (TBD)
June 10, 2020	BSC provides feedback on portfolio of professional competence, proposes EDP, and SMART Goals
June 24, 2020	BSC approves: (a) portfolio of professional competence; (b) educator development plan; and (c) SMART Goals

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