

THE SCHOOL COMMITTEE OF THE CITY OF BOSTON



MEMORANDUM

TO: School Committee Members
Dr. Tommy Chang, Superintendent

FROM: Regina Robinson

SUBJECT: Superintendent's Evaluation Process Update

DATE: January 26, 2016

At our November 18th meeting, the School Committee discussed the Superintendent's performance review process, as prescribed by the Massachusetts Department of Elementary and Secondary Education (2012).

In that meeting, we reviewed *Evaluating the Superintendent Under the New Massachusetts Educator Evaluator System* and I was asked to manage the evaluation process for Dr. Chang.

On January 8th, trainers from the Massachusetts Association of School Committee met with us to provide guidance on the new process for evaluation.

On January 25th, Chairman O'Neill, Vice Chairman Coleman, Dr. Chang, Dr. McCreary and I met for a small group planning session to identify specific indicators and elements in the Model Rubric that would be most applicable to evaluate during the 2015-2016 school year.

You may recall receiving the Sample Evaluation Matrix including 4 Standards, 20 Indicators, and 41 Elements in the Model Rubric. Upon hearing recommendations from each member of the planning team, we narrowed the rubric to 10 Indicators and 18 Elements to discuss with Committee members at our January 27th meeting. The 2015-2016 recommended list includes the following:

1. Standard I: Instructional Leadership
 - a. Instruction
 - i. Instructional Practices
 - ii. Diverse Learners' Needs

- b. Data Informed Decision Making
 - i. Knowledge and Use of Data
 - ii. School and District Goals
- 2. Standard II: Management and Operations
 - a. Environment
 - i. Plans, Procedures and Routines
 - ii. Student Safety, Health, Social and Emotional Needs
 - b. Scheduling and MIS
 - i. Time for Collaboration
 - c. Fiscal Systems
 - i. Fiscal Systems
- 3. Standard III: Family and Community Engagement
 - a. Engagement
 - i. Family Engagement
 - ii. Community and Business Engagement
 - b. Communication
 - i. Two-Way Communication
 - ii. Culturally Proficient Communication
- 4. Standard IV: Professional Culture
 - a. Commitment to High Standards
 - i. Commitment to High Standards
 - ii. Mission and Core Values
 - iii. Meetings
 - b. Continuous Learning
 - i. Continuous Learning of Staff
 - ii. Continuous Learning of Administrator
 - c. Shared Vision
 - i. Shared Vision Development

We also determined that specific Indicators and Elements were important to ensure progress for the current school cycle while other Indicators and Elements would set the stage for continuous improvement and implementation of goals for the 2016-17 school cycle.

At our January 27th School Committee meeting, our goal will be to discuss the rubric and recommend the necessary next steps of drafting 4 SMART goals in Professional Practice, District Improvement, and Student Learning with Dr. Chang.

Thank you.

