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EXPLANATION: EVALUATION OF PRINCIPALS

This NEW procedure was developed as a companion document to policy CFB, Evaluation of Principals. The evaluation process described in this procedure is based loosely on the principal evaluation process developed by the Department of Elementary and Secondary Education (DESE) in cooperation with education organizations and educators, including principals. The superintendent or designee may revise this procedure to reflect district practices, but remember that any process the district uses must conform to the Essential Principles of Effective Evaluation (Essential Principles). The district may need to reconsider past practices in light of these Essential Principles.

MSBA has purposefully created only an outline of what can be a very detailed process and urges each district to develop procedures that are specific to the district. MSBA has chosen February 1 as the date by which the principal's summative evaluation will be completed. This date is not established by law and can be changed by the district, but most districts make decisions regarding the re-employment of principals in February. Assuming the summative evaluation will, as the policy states, inform hiring decisions, the summative evaluation must be completed prior to the Board meeting where employment decisions about principals are made.

This procedure requires the principal and his or her evaluator to work cooperatively to choose those aspects of the principal's performance that will be the focus of the evaluation. If the DESE model is used, those aspects of performance would be the quality indicators assigned to the standards. Another model may use a term other than "quality indicators" to describe the specific aspects of performance that will be the focus of the evaluation. For this reason, MSBA uses the more general term "areas of focus" as well as the DESE-specific term "quality indicators."

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
X	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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EVALUATION OF PRINCIPALS

The principal evaluation process will consist of a formative and a summative evaluation administered by the superintendent or designee in accordance with Board policy.

Formative Evaluation

During the formative evaluation period, the evaluator will meet regularly with the principal to discuss the principal's progress toward established goals.

The evaluator and the principal will cooperatively identify three to five areas of focus or quality indicators for the upcoming school year's evaluation. This will be done within the first six weeks of employment for new principals, but will be done at the end of the previous school year for a returning principal.

The chosen areas of focus or quality indicators must be aligned with the district's current Comprehensive School Improvement Plan (CSIP) and, where applicable, building improvement plans. The areas of focus or quality indicators may be changed by the evaluator throughout the year as circumstances dictate. The evaluator and the principal will establish a baseline score for each chosen area of focus or quality indicator based on the principal's level of proficiency and will cooperatively develop a growth plan for each identified area of focus or quality indicator. The evaluator and the principal will meet regularly to assess progress on the growth plan. The principal will be responsible for providing evidence of growth.

Summative Evaluation

The summative evaluation incorporates all the information accumulated through the formative evaluation process and reflects the evaluator's final assessment of the principal's performance.

The evaluator will determine the amount of growth over the established baseline score and the overall level of performance of the principal. In addition, the evaluator will determine the impact the principal has made on staff practice and student performance. This summative evaluation will be presented to the principal no later than February 1 unless extenuating circumstances exist. The principal will be given the chance to respond in writing to any item on the evaluation. A copy of the summative evaluation will be provided to the principal.

Other Evaluation Factors

Nothing in this evaluation process prevents the superintendent or the evaluator, if someone other than the superintendent, from addressing additional concerns related to a principal's performance as they arise throughout the year. When a concern involving a principal is brought to the attention of

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the evaluator or the superintendent, he or she will determine whether the concern requires a modification to the selected areas of focus or quality indicators or whether a separate action is necessary or more appropriate. If the evaluator is someone other than the superintendent, the evaluator and superintendent will work together to correct the matter.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: **FIELD**(AdoptDate)

Revised:

FIELD(DistrictLocationLine)