

DATE: January 17, 2012

TO: Board of Trustees

FROM: Trustee Michael Janz, Conference Committee Chair

SUBJECT: Report #6 of the Conference Committee (From the Meeting Held January 10, 2012)

ORIGINATOR: Tash Taylor, Director Executive and Board Relations

RESOURCE STAFF: Anne Sherwood

REFERENCE: [Terms of Reference re In-Camera Sessions Committee of the Whole – Conference](#)
[School Act](#) Section 61

ISSUE

Recommendations arising from the Conference Committee meeting held January 10, 2012 are being presented for approval as per the terms of reference for Conference Committee.

RECOMMENDATION

- 1. That Report #6 of the Conference Committee from the meeting held January 10, 2012 be received and considered.**
- 2. That the Board adopt the new Superintendent of Schools evaluation instrument as presented to Conference Committee January 10, 2012.**
- 3. That the Board proceed with the process as defined, with the evaluation survey taking place from January 22 to February 5, 2012 (Attachment I).**
- 4. That the requirements stipulated under Section 5, Board Policy GGB.BP – Evaluation of Superintendent of Schools (Attachment II), be waived for the 2010-2011 evaluation of the Superintendent, and that the policy be referred to the Policy Review Committee for review and updating.**

BACKGROUND

The Board and Superintendent of Schools Evaluations Committee (BSEC) is initiating the annual evaluation of the Superintendent, Edgar Schmidt, for the 2010-2011 school year.

An updated evaluation instrument and process has been developed to assist the Board in clarifying its expectation of the Superintendent, and to provide the opportunity to share constructive feedback and recognize accomplishments.

Section 5 of current Board Policy GGB.BP – Evaluation of Superintendent of Schools stipulates that, if the evaluation process calls for individual Trustee evaluations of the Superintendent of Schools, the individual evaluations shall be compiled and summarized for reporting purposes by the administrator assigned to assist the committee and destroyed once the Superintendent of Schools has an opportunity to review them. The new evaluation process calls for a final summary evaluation representing the consensus of the Board. In order for the Board to ensure it speaks with one voice to the Superintendent, the Conference Committee recommends that the requirements stipulated in Section 5 of Board Policy GGB.BP – Evaluation of Superintendent of Schools be waived for the 2010-2011 evaluation and that the policy be referred to the Policy Review Committee for review and updating as needed.

RELATED FACTS – N/A**CONSIDERATIONS & ANALYSIS – N/A****NEXT STEPS**

Upon approval of the recommendation, Board Policy GGB.BP – Evaluation of Superintendent of Schools would be referred to the Policy Review Committee for revision.

ATTACHMENTS & APPENDICES

ATTACHMENT I Evaluation Superintendent of Schools – Implementation Steps

ATTACHMENT II - Board Policy GGB.BP – Evaluation of Superintendent of Schools

AS:mmf

Implementation Steps

The steps to carry out a fair and comprehensive evaluation process are outlined below. The Board and Superintendent Evaluation Committee (BSEC) will lead the process, with support from the Administration, as per the committee's terms of reference.

1. The BSEC will review the evaluation instrument to ensure it meets current needs.
2. Customize the indicators in selected areas to meet district expectations.
3. Prior to Board approval, the BSEC will consult with the Superintendent about the process, the instrument and timelines.
4. The Board will approve use of the instrument prior to the evaluation taking place.
5. The Administration will gather supporting documents and reports that will serve to inform the Board of Trustees in the evaluation, including an update or progress report from the Superintendent.
6. Identify who will prepare the documentation, collect and tabulate the input.
7. Train all input providers on how to complete the evaluation instrument.
8. Trustees complete the evaluation instrument individually.
9. Tabulate the data and compile the overall results and comments into one document and will include the range of ratings provided in each category.
10. The Board will meet in-camera to discuss the compiled results and prepare a final summary representing the consensus of the Board.
11. The chair of the BSEC will present the evaluation to the Superintendent and provide feedback.
12. The Superintendent will provide a response to the Board at an in-camera meeting.
13. The Board and the Superintendent will then engage in dialogue about the results.
14. A statement will be read at a public meeting to inform the community on the broad results of the evaluation and progress on district goals.
15. The results will serve to inform future work including the identifying new priority performance goals for the year. Priority performance goals should not be considered additive work and should not exceed five (5) goals.
16. Begin the evaluation process again in December.

Evaluation

The Board acknowledges that individual members' judgment on the indicators may vary from board member to member and from incident to incident. Significant differences among members of the Board about superintendent performance in this area will be discussed among the Board so that a single and consistent direction and set of expectations from the Board can be provided to the Superintendent.

Providing a particularly low score based on one incident can be perceived as an unfair assessment if The Superintendent performs well or makes sound decisions in most cases. Ideally, dissatisfaction and/or suggested corrective action by the Board on an unmet expectation should not be noted on the final evaluation as a point of first contact on the matter. Issues of concern should be brought to the Superintendent as soon as they arise to encourage two-way communication and allow actions to be implemented in a more timely and responsive manner.

A Trustee should assess each item based on whether or not the individual believes the Superintendent exercised sound judgment on a generally consistent basis. The Board's overall rating on an item will reflect the assessment of a majority of the Board.

Rating Scale:

Trustees are asked to complete the evaluation individually using the following rating scale.

5 - Always / Outstanding

The Superintendent excels in this category.

4 - Almost always / Very competent

The Superintendent exceeds the expectations of his job description.

3 - Usually / Satisfactory

The Superintendent meets expectations outlined in his job description.

2 - Sometimes / Needs Improvement

The Superintendent needs to concentrate self-improvement efforts in this area.

1 - Rarely / Unsatisfactory

The Superintendent's performance in this category is unacceptable and requires immediate attention.

N/A No basis for judgment

Written Comments:

Constructive and detailed written comments always help clarify the evaluation. This provides the Board with the opportunity to deliver specific constructive feedback, including accolades and provides the Superintendent with useful information for continuous performance improvement. The Board should speak with one voice in making written comments on the final summary evaluation form.

Note: To ensure the Superintendent clearly understands areas for improvement, any rating of “1” should be accompanied by a comment indicating the nature of the deficiency or a statement of what the Trustee expected to see in the performance that was not evident.

It would also be helpful to indicate where improvement is needed where a rating of “2” is provided.

(note: these are individual Trustees completing the surveys with their comments)

Edmonton Public Schools

Board Policies and Regulations

CODE: GGB.BP

EFFECTIVE DATE: 24-03-2009

TOPIC: Evaluation of Superintendent of
Schools

ISSUE DATE: 26-03-2009

REVIEW DATE: 03-2016

1. The Board shall evaluate annually the performance of the Superintendent of Schools based on achievement of District Priorities and any other initiative that the Board has approved.
2. A three (3) member Trustee subcommittee elected at the Organizational Board meeting shall be responsible for:
 - a. recommending the evaluation process to be used to Conference Committee;
 - b. organizing and overseeing the evaluation process; and
 - c. reporting the evaluation results to the Conference Committee.
3. The Chair of the Trustee subcommittee shall report to Board at a public board meeting that the process has been completed.
4. The evaluation process shall provide the Superintendent of Schools with an opportunity to:
 - a. review all information used in the evaluation;
 - b. discuss the evaluation report with the Trustee subcommittee;
 - c. include a response to the evaluation in the report to Conference Committee; and
 - d. discuss the evaluation report with the Conference Committee.
5. Notwithstanding 2.c. and 4.a. above, if the evaluation process calls for individual Trustee evaluations of the Superintendent of Schools, the individual evaluations shall be compiled and summarized for reporting purposes by the administrator assigned to assist the committee and destroyed once the Superintendent of Schools has an opportunity to review them.
6. The Superintendent of Schools shall be provided copies of the evaluation report submitted to Conference Committee and the final evaluation report to Board.
7. The Conference Committee evaluation report and Board evaluation report shall be filed in the Board records. The records shall be accessible to the Superintendent of Schools, any Board Trustee for that evaluation period, or as directed by motion of the Conference Committee.

Reference(s):

[Trustees' Manual](#) - Board Role and Responsibilities

[School Act Alberta Regulation - Superintendent of Schools Regulation](#)

[School Act](#) Section 113