

MEMORANDUM

To: Members, Belmont School Committee

From: Thomas S. Kingston, Interim Superintendent

Date: September 6, 2012

Re: Educator Appraisal System and Superintendent's Evaluation

As part of your packet for the September 11 School Committee meeting, I am providing you a "self-assessment," a summary of my work this past year in light of the two performance goals we set last fall and the four performance standards for superintendents as delineated in the Superintendent's Rubrics.

To make matters as simple as possible for what is nonetheless a complicated system, I am attaching a timeline and summary. The paragraphs headed in boldface are direct from the DESE guidelines. The subparagraphs headed by underlining are my comments and expansions of the DESE text. You may access the full set of DESE guidelines at <http://www.doe.mass.edu/eval/model/PartVI.pdf>.

Each educator's evaluation needs to be conducted in light of the appropriate set of performance rubrics. The performance rubric for a superintendent may be found at http://www.doe.mass.edu/eval/model/PartIII_AppxA.pdf. Let Cathy know if you like for her to provide you a hard copy.

We will be including in the September 11 packet a hard-copy set of forms for the "End-of-Cycle Summative Evaluation Report: Superintendent." All forms for the new system are optional, and members may choose to use the template or not. There is also an abbreviated Excel version of the template that you can complete electronically and then forward to Laurie; I have attached it to this memo. Individual school committee members do need to complete an evaluation of the superintendent's performance and provide it to the Chairperson in some manner. The evaluative comments could also be a narrative, a set of bullets, or some other form. The one requirement is that the evaluation must give a rating to each of the goals and to the four standards.

Laurie is asking that you provide to her your written evaluations and six ratings (one for each standard and one each for the two goals) *no later than* Monday, September 24.

Note that for the 2011-2012 school year there were *two* superintendent's goals, not three. Furthermore, they were not cast as SMART goals as now imagined for the new system. The two goals that I had proposed and that the Committee had accepted last fall are as follows:

- 1) Focus on Goal #6 of the overall strategic plan: The Belmont Public School organization will manage community resources in a manner that fulfills financial and academic expectations, and fosters an informed, trusting relationship with the community.
 - Target: Develop, communicate and report progress on an 18 Month Improvement Strategy that demonstrates positive returns on investment of community resources (beyond improved standardized test scores).
 - Target: Develop a sustainable, long-term plan that will create adequate and predictable funding and preserve the quality of public education at a level that meets community expectations.

- 2) Personal Development Goal: Participate successfully in the Massachusetts New Superintendents' Induction Program as a coach with the intention of bringing back to the Belmont Public Schools training and modeling to cultivate district leadership internally.

Finally, as part of the self-evaluation packet, I will be appending a list of sample “artifacts,” the kinds of documents that support whatever conclusions to make about an individual’s professional performance and that the new system envisions will be formative documentation about that performance. What artifacts you might not have otherwise seen of received I would include in the packet. If you wish a copy of other already submitted artifacts such as the entry report or budget submission, do let Cathy know.