

EXHIBIT B
9-8-15

**2014-2015
SUPERINTENDENT'S SELF ASSESSMENT**

To: School Committee
From: John P. Phelan, Superintendent of Schools
RE: Self Evaluation of 2014/15 School Year
Date: September 8, 2015

Please find the attached documents to demonstrate my performance during the 2014/15 school year.

I will be presenting this information at our September 8, 2015 School Committee meeting.

Attached please find:

1. Superintendent Self Evaluation Document
 - a. I have provided this 3 page document to facilitate my response to my approved goals.
 - b. This document comes with 10 attached artifacts to support my Actions Steps and Bench Marks.
 - c. This information allows you to assess my performance specific to the agreed upon goals per the Evaluation process.
2. I have attached a list of accomplishments that I feel are important to communicate as they do not "fit" into the "goals" process but have been pivotal in the success of the Belmont Public Schools last year.
3. I have provided you a template to give feedback to the Chair that is formatted based on my "Goals" document. This template has a rating system of:
 - a. Developing *
 - b. Proficient
 - c. Exemplary

*at the guidance of the New Superintendent's Induction Program they suggest that a first year superintendent have the term "developing" in place of Unsatisfactory and Needs Improvement.

Superintendent Self Evaluation

2014- 2015 School Year

Preface

Please find the attached documents that I will cite as part of my Self Evaluation.

Please review Document #1 (Superintendent Goals) as I will be using this template to measure and communicate my Self Evaluation. Additionally, please see Document #2 (Superintendents Mid-Year Update) as a resource.

Superintendents Goals

Response to Action Steps and Bench Marks

Goal #1: Effective Entry and Direction Setting

Action Steps:

1. Entry Plan was submitted and presented to School Committee (see Document # 3: Entry Plan).
2. Entry Findings document was submitted and presented to School Committee (see Document #4: Findings)
3. Strategic Planning work took place during the Spring of 2015 culminating in the 2015/16 Strategic Plan (see Document # 5:2014/25 and 2015/16 Strategic Plan(s))
4. See Agenda for School Committee Retreat where Strategic Plan process and product was discussed with School Committee (see Document # 6: School Committee Retreat Agenda)

Bench Marks:

- Presentations and documents were submitted and presented on schedule.
- Superintendent Goals were adopted by School Committee
- Leadership Council work on existing Strategic Plan completed, goal for the 2015/16 school year will be to facilitate a process to create a new five year strategic plan.

Superintendent Self Evaluation

2014- 2015 School Year

Goal # 2: Maintaining Momentum and During the Transition

Action Steps:

1. Completed meetings with all principals and Central Office staff for whom I am responsible to evaluate.
2. Conferences and Learning Walks at each school completed (see Document # 7: Dates of School Visits)
3. Evaluations Reports written and feedback provided for supervisees (see Document # 8: Analysis of Supervisee's Evaluation Summaries)

Bench Marks

- All education evaluation plans were completed.
- Log of school visits was maintained and submitted to School Committee (see Document #7: Dates of School Visits)
- The analysis of the summative evaluations demonstrates that the administrative team has completed over 75% of their goals. (see Document # 8: Analysis of Supervisee's Evaluation Summaries)

Goal # 3: (Professional Practice) New Superintendent Induction Program (NSIP)

Action Steps

1. I have completed all assignments and attended all sessions expected for the NSIP Program. However, there is not "certificate of completion" for this program and
2. I did attend all 8 day long sessions with my NSIP colleagues.
3. I did take part in over 17 "Coaching" visits by my Mentor
*see Document # 9: Sample Agenda from NSIP Workshop in May 2015, Individual Coaching Session Agenda – Meeting # 18, and Year 2 Coaching Session Agenda)

Bench Marks

All workshops were attended and all coaching visits were completed.(see Document # 9: Sample Agenda from NSIP Workshop in May 2015, Individual Coaching Session Agenda – Meeting # 18, and Year 2 Coaching Session Agenda)

Superintendent Self Evaluation

2014- 2015 School Year

Goal # 4: Fair, Effective Classroom Teacher Evaluation

Actions Steps

1. During Learning Walks to each school I would visit classrooms with principals and conference on our shared observation. (see Document # 7: Dates of School Visits)
2. Meetings held with Leadership Council, Principals and with administrators as a group and individually to discuss “feedback”. The Leadership Council, along with the School Committee had a shared experience of reading “Thanks for the Feedback” which was the theme of our Leadership Council Meetings during the school year.
3. Learning Walks were conducted with each principal. During this time we would visit classrooms, have a shared observation experience, and unpack the visit as it relates to teaching and learning. This process and the meetings supported the work of calibrating our observation and evaluation process as an administrative team. (see Document # 10: Summary of Administrative Evaluations for Unit A)

Bench Marks

The analysis of administrator evaluation ratings across the district is being conducted as we speak and the teacher ratings will be uploaded to the state. (see Document # 10: Summary of Administrative Evaluations for Unit A)

To: Laurie Slap, Chairperson, School Committee
From: John P. Phelan, Superintendent
RE: Year in Review

Date: September 2, 2015

1. Achieved all four agreed upon Superintendent Goals for the 2014/15 School Year:
 - a. Goal 1 -Effective Entry and Directions Setting
 - b. Goal 2 - Maintaining Momentum During the Transition
 - c. Goal 3 – (Professional Practice) New Superintendent Induction Program
 - d. Goal 4 – Fair, Effective, Classroom Teacher Evaluation

2. Strategic Planning:
 - a. With and in collaboration of the Leadership Council - transitioned the Strategic Plan to a focused three goal agenda (Pressure Points): Enrollment, Social Emotional Learning (SEL), and Safety – into achieved goals.
 - i. Successful override supported the enrollment goal
 - ii. Created a Task Force on SEL that has resulted in this topic being the lead goal for 2015/16 SY – going from Task Force to Implementation
 - iii. Divided the Health / Safety Committee into two groups to target the work of each area:
 1. Spent year re-implementing consistent Lock Downs procedures in each school while conducting a review of school security measures with committee and support of Police and Fire Chiefs
 2. Enhanced the BPS Health and Wellness Committee – conducted survey and have a plan for the 2015/16 SY
 - b. Have a working group for 3-5 year space plan – initial summary provided – Space Task Force with Capital Committee Chair will commence in September 2015
 - c. Navigated several personnel and student issues with sound judgment
 - d. Conducted Learning Walks in every school
 - e. Attended and successfully completed the New Superintendent Induction Program training with the Massachusetts Association of School Superintendents

3. Financial Operations:
 - a. Worked for first successful override in Belmont on over 13 years
 - b. Led the district in a year with a deficit of almost \$800,000 by successfully reduced costs by almost \$300,000 and advocating for Town funds totaling \$530,000
 - c. Worked with the Town Administrator and the Financial Task for to create a three year fiscal plan for the Town of Belmont and the Belmont Public Schools. I was able to enter the process in mid- stream, take in process and budget (of Town and Schools) within a month and help lead the work to a successful completion (Override ballot and Yes Vote)
 - d. Maintained good relationships with FBE, PTO's, Boosters, and other town agencies
 - e. Provided support and financial mentoring to Food Services Director resulting in a well needed Capital Needs list that will be internally funded through increase in lunch fee
 - f. Worked with School Committee to negotiate successful AFSCME contract

4. Communication:
 - a. Implemented the successful communication plan with monthly blog and newsletters to parents and staff; this was complimented by the start of a Belmont Schools Now cable show
 - b. Maintained and enhanced the School Department / Town relationship during difficult fiscal year
 - c. Created solid partnership with the Foundation for Belmont Education
 - d. Was a visible presence at PTO meetings, events and through newsletter and cable TV show that created a good tone in the district
 - e. Revised and upgraded the application to MSBA; this including convening a team approach (Dan Richards Principal, Tony DiCologero Finance, Gerry Boyle and Fred Domenici Facilities) to rewrite the application from Belmont reflecting the current needs of the school and district as it relates to over enrollment and space issues at the high school and throughout the district, the need and expectation for Innovative Space for our 21st Century Skills work, continued concerns of the physical plant and infrastructure of the schools building
 - f. Created needed revenue and protected district with new rental fees and contracts
 - g. Navigated and built relationships that brought in over \$250,000 to the district: through a new Field House Floor, upgrade to the BHS work out room and softball field, and an anonymous donor to support the business office

5. Union
 - a. Engaged in successful work with Evaluation Advisory Team – resulting in important contract language updates with BEA
 - b. Within the agree upon Evaluation process and working with the Leadership Council I have supported and held firm on high expectations for all teachers
 - c. Respectful and strategic approach to union work is ongoing
 - d. Successful negotiation of AFCSME three year contract

6. Demonstrated clear dedication to the work and investment in the community by the time in the district that was significant given override campaign. This work included many speaking obligations, the need to meet community, and be visible in the community.

Superintendent: John P. Phelan
Superintendent's Evaluation Feedback Template
School Year: 2014-2015

Overall Assessment: Developing Proficient Exemplary

Assessments Against Approved Goals:

Goal 1: Effective Entry and Direction Setting. By early spring, the district will have broad agreement from key stakeholder groups about (1) the district's most critical needs, (b) the strategies and goals that will address them most effectively, and (c) the measures that will be used to assess progress.

Developing Proficient Exemplary

Comment / Feedback

Goal 2: Maintaining Momentum During the Transition. Keep the district moving forward during this year's transition in leadership by working with principals and other district leaders to ensure that meaningful progress is made on critical district and school goals.

Developing Proficient Exemplary

Comment / Feedback

Goal 3: (Professional Practice) New Superintendent Induction Program. Develop skills in strategy development, data analysis, and instructional leadership by completing the first year of the New superintendent Induction Program and earning at least Proficient ratings on each major assignment.

Developing

Proficient

Exemplary

Comment / Feedback

Goal 4: Fair, Effective Classroom Teacher Evaluation. By June, principals' and district administrators' ratings of classroom instruction will reflect a shared understanding of what classroom instruction entails when it is being done at the Proficient level.

Developing

Proficient

Exemplary

Comment / Feedback