

PRINCIPAL EVALUATION WORK GROUP

July 26 & 27, 2012

PIERRE SCHOOL DISTRICT ADMINISTRATION BUILDING-PIERRE, SOUTH DAKOTA

In attendance: Melinda Jensen, Rob Monson, Wade Pogany, Tom Morris, Mark Rockafellow, Brad Seamer, Jay Nelson, Rob Coverdale, Lisa McNeely, Denise Lutkemeier, Janelle Farris, Jane Klug, Mary McCorkle, Heather Whetham, Shelly Munson

Not in attendance: Andrew Johnson, Pam Homan, Deb Johnson, Amy Policky

1. Welcome and introductions

--Review and overview of work

2. Overview of the agenda

3. Objectives of the Principal Evaluation Work Group

- a. Adopt a set of administrative competencies that will serve as a foundation for principal evaluation in South Dakota and administrative studies at South Dakota Institutions of Higher Education.
- b. Develop a model principal evaluation instrument for statewide implementation beginning with the 2014 – 15 academic year.
- c. Develop the procedures to guide the evaluation process. This includes information that addresses issues such as observation length and frequency.
- d. Determine strategies to incorporate levels of performance into the evaluation process.
- e. Develop an evaluation training program for Superintendents and Principals.
- f. Develop plans to incorporate the evaluation framework into EDAD programs at South Dakota Public Universities.

4. Principal Evaluation Work Group Timeline

- a. Confirm dates for future work group meetings
 - i. October 2, 2012 at Pierre School District Admin Building
- b. December 31, 2012 – Work Group concludes work
- c. Report to 2013 Legislature – January – 2013

5. Objectives for July 26 & 27 meeting

- a. Review and complete the South Dakota Performance Standards for Principals
- b. Develop indicators and measurement methods for each performance standard
- c. Review purposes for the Principal Evaluation System
- d. Determine a design element to implement the Principal Evaluation System

6. Development of a Principal Evaluation System

- a. Review of June 19 & 20 meeting notes/materials
- b. Review draft of South Dakota Performance Standards for Principals
 - i. Review current standards, performance indicators
 - ii. Develop additional indicators for each standard

DRAFT

South Dakota’s Principal Performance Standards

Standard 1 – Vision and Goals - definition to follow 10

Performance Indicators	Performance Measures
1.1 Collaboratively develops and articulates goals, objectives and strategies to achieve the shared vision	Stakeholder surveys-360 School Improvement plan Observation School correspondence Staff agendas
1.2 Leads and collaborates to initiate and implement change which focuses on student achievement	Surveys Observation Data In-service/staff meeting agendas
1.3 Seeks and obtains new resources and utilizes existing resources to support the implementation of the school’s vision and goals	Meeting agenda Surveys-internal Budget documentation
1.4 Reviews the vision, goals, and implementation plans annually	School Improvement plan Data retreat

Standard 2 – Instructional Leadership 30

Performance Indicators	Performance Measures
2.1 Promotes and facilitates the effective use of data to inform instruction	Data retreats Surveys Agendas

2.2 Supports staff in planning and implementing research-based professional development that advances the school's vision and goals	Teacher surveys Ongoing credits Professional development plan
2.3 Fosters a culture of high expectations for self; student and staff performance	Surveys-climate School Improvement plan Observation
2.4 Ensures instructional content taught is aligned with the current content standards and curriculum priorities in the school and district	Plans of study Lesson plans Surveys Data
2.5 Ensure instructional practices are research-based, effective, and meet the diverse needs of all students	Data Observation Standards based report cards Surveys
2.6 Ensures all students are progressing toward post-secondary and workforce readiness by high school graduation	
2.7 Uses evidence to evaluate the performance and practices of the school in order to continually improve attainment of student growth	

Standard 3 – Operational and Resources 10

Performance Indicators	Performance Measures
3.1 Manages all resources to provide an efficient, effective and well-maintained learning environment	Observation Teacher surveys Parent surveys Budget analysis
3.2 Establishes operational procedures designed and managed to maximize learning opportunities for all students	Schedules Teacher surveys Observation
3.3 Develops the capacity for shared leadership maximizing ownership and accountability	Meeting minutes Leadership team lists Teacher surveys Climate surveys Observation
3.4 Recruits, selects, and coaches high quality staff	Completed teacher evaluations Supervision schedules Teacher turnover rates Student achievement data Observation
3.5 Identifies potential challenges and	Grants written or considered

opportunities within existing school operations and resources	Teacher surveys Observation
3.6 Establishes partnerships to secure available community resources to help support school goals.	

Standard 4 – School Safety 20

<u>Performance Indicators</u>	<u>Performance Measures</u>
4.1 Creates a safe school environment that addresses the physical and mental health needs of all	Discipline referrals Parent surveys Teacher surveys Student surveys Observation
4.2 Establishes and communicates clear and consistent expectations of student and adult conduct	Student expectations Newsletter Handbooks Teacher surveys Student surveys Observation
4.3 Utilizes fair, effective, and supportive practices in establishing student behavior management	Observations Behavior management plan Behavior data Teacher surveys Parent surveys
4.4 Addresses potential safety issues through visibility, open communication, and approachability	Climate surveys Teacher surveys Parent surveys Observation
4.5 Uses effective conflict resolution skills to resolve challenges in a timely manner	Teacher surveys Observations Teacher assessments

Standard 5 – Relationships 20

<u>Performance Indicators</u>	<u>Performance Measures</u>
5.1 Supports and promotes a culture of family and community involvement	Surveys-360 Portfolio (self-evaluation) Newsletters Staff updates Goal Meeting agendas/attendance/notes Climate survey Staff survey

	Teacher turnover Emails/memo
5.2 Promotes and models collaboration among school and community	Portfolio or list Newsletters Announcements
5.3 Communicates information about the school with internal and external audiences through a variety of methods	Staff development calendar Lists
5.4 Establishes and supports a school climate which treats all individuals with dignity, fairness, and respect	
5.5 Models high visibility and active involvement within the school and community.	

Standard 6 – Ethics 10

<u>Performance Indicators</u>	<u>Performance Measures</u>
6.1 Protects rights and confidentiality of students and staff	Climate surveys 360 surveys
6.2 Models appreciation for and sensitivity to diversity.	
6.3 Models values, beliefs, and attitudes that inspire others to higher levels of performance	
6.4 Represents the school in a positive and supportive manner	

iii. Identify potential measures for standards and indicators

iv. Review reports and studies associated with Principal Evaluation

1. ISLLC 2011

2. Summary of Research findings on effective Principal skills and knowledge

v. Final review of purposes for Principal Evaluation System

7. Design of a Principal Evaluation system

a. Designing criteria for South Dakota’s Principal Evaluation system

b. Comparison of state design efforts (MA, CO & DE)

8. Next steps

9. Wrap-up

10. Travel safely!!

