



SCHOOL BOARD ACTION REPORT

DATE: August 27, 2018
FROM: Executive Committee of the Board
LEAD STAFF: Denise Juneau, Superintendent

For Introduction: September 5, 2018
For Action: September 18, 2018

1. TITLE

Approval of the 2018-19 Superintendent Evaluation Goals and Instrument and Adoption of Board Procedure 1630BP

2. PURPOSE

This action would:

1. Approve the goals and evaluation instrument for the Superintendent in the 2018-19 school year:
 - a. Execution of the Superintendent's Entry Plan
 - b. Completion of a new SPS Strategic Plan
 - c. Superintendent/Board Collaboration; and
2. Adopt Board Procedure No. 1630BP, Evaluation of the Superintendent.

3. RECOMMENDED MOTION

I move the School Board approve the 2018-19 Superintendent goals and evaluation instrument, and adopt Board Procedure No. 1630BP, Evaluation of the Superintendent, as attached to the Board action report.

4. BACKGROUND INFORMATION

a. Background:

Superintendent Juneau officially started on July 1, 2018. Per her contract, the Superintendent and Board shall meet to agree on a format, evaluation instrument and goals for the Superintendent's evaluation by September 30, 2018. In addition, the contract requires that prior to September 30, 2018, the Board and Superintendent shall develop a Board procedure under Policy No. 1630 to establish a process for conducting the Superintendent's evaluation. This procedure must include the receipt of a Superintendent self-appraisal, the need for executive sessions to discuss the Superintendent's performance, the Board members who shall draft the Superintendent's evaluation/narrative, and due dates.

Members of the Executive Committee of the Board met with the Superintendent to develop the draft evaluation instrument and Board Procedure 1630BP. Because the Board selected the 18-19 District SMART Goals prior to her arrival, Superintendent Juneau's evaluation instrument does not include those goals. The Superintendent's 18-19 evaluation instrument

focus on three priorities of her first year: an entry plan, a new strategic plan, and Board/Superintendent collaboration.

Per Superintendent Juneau’s contract, any of the timelines and deadlines pertaining to the evaluation of the Superintendent’s performance may be adjusted at the request of either party by mutual written agreement.

b. **Alternatives:** N/A

c. **Research:** N/A

5. FISCAL IMPACT/REVENUE SOURCE

There will be an approximate \$100,000-\$125,000 expenditure for the completion of the new strategic plan and some additional expenses to hold the community engagement meetings (approximately \$5-10K). In addition, there will be a cost for a facilitator at the Board retreat.

The revenue source for this motion is general fund.

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement. However, significant community engagement will be completed as part of the entry plan.

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

7. EQUITY ANALYSIS

Through the duration of this 2018-19 evaluation period, the Superintendent will use guiding questions to determine if existing and proposed policies, budgetary decisions, programs, professional development, and instructional practices are likely to close opportunity gaps for specific racial groups. In so doing, she will be mindful of and expect to:

- Develop racially equitable outcomes and engage stakeholders in analyzing data – both quantitative and qualitative, and
- Analyze how policy/decision/proposal/initiative/budget issues will increase or decrease educational and racial equity – to determine benefit or burden.

The equity impact and analysis of this Board Action Report (BAR) was discussed during the August 23, 2018 Executive Committee meeting, and additional content was added to the evaluation instrument and BAR to provide more explicit connections to Board Policy No. 0030, which was reviewed during the August 27, 2018 Executive Committee meeting.

8. STUDENT BENEFIT

A new strategic plan will provide direction for the district and will have a positive impact on students throughout the K-12 system.

9. WHY BOARD ACTION IS NECESSARY

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy or Board procedure
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy 1630, Evaluation of the Superintendent, provides the Board shall be responsible for evaluating the performance of the Superintendent as provided by statute.
- Other

10. POLICY IMPLICATION

Board Policy 1630, Evaluation of the Superintendent, provides the Board shall be responsible for evaluating the performance of the Superintendent as provided by statute. This motion would adopt a Board Procedure to implement this policy.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at Executive Committee meetings on August 23, 2018 and August 27, 2018. On August 23, the Committee moved the item forward for consideration. Additional edits were made prior to the meeting on August 27, 2018. On August 27, the Committee reviewed the edited documents and recommended the motion move forward for approval.

12. TIMELINE FOR IMPLEMENTATION

Per Policy No. 1630, the Superintendent shall have the opportunity for confidential conferences with the Board on no less than three occasions each year. The annual evaluation of the 18-19 goals will occur in June 2019.

13. ATTACHMENTS

- 2018-19 Superintendent Evaluation Instrument (for approval)
- Board Procedure 1630BP (for approval)

18-19 Superintendent Evaluation Instrument

As applicable, each section of this evaluation will be informed with an equity lens consistent with Board Policy No. 0030 with the intent to:

1. Raise the achievement of all students while narrowing the gaps between the lowest and highest performing students;
2. Eliminate the racial predictability and disproportionality in all aspects of education and its administration (e.g., the disproportionate over-application of discipline to students of color, their over-representation in special education, and their under-representation in various advanced learning programs);
3. Ensure all students regardless of race or class graduate from Seattle Public Schools ready to succeed in a racially and culturally diverse local, national, and global community.

Goal 1: Execution of Superintendent Entry Plan

Measure	Not Started	In Progress	Completed	Superintendent's Comments
Held 7 Regional Meetings				
Held 4 Home Language Meetings				
Produced a Written Report of Feedback Received				

Goal 2: Completion of SPS Strategic Plan

Measure	Not Started	In Progress	Completed	Superintendent's Comments
Hire Strategic Plan Consultant				
Board Engagement				
Staff Engagement				
Community Engagement on Draft				
Completion / Adoption of Strategic Plan				

Goal 3: Board/Superintendent Collaboration

Measure	Not Started	In Progress	Completed	Superintendent's Comments
Board Retreat to Review Policy No. 1620				
Staff Alignment to Procedure				
Scheduled Regular Meetings with Directors				

 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>EVALUATION OF THE SUPERINTENDENT</p> <p style="text-align: center;">-DRAFT-</p>	<p>Board Procedure 1630BP</p> <p>[DATE]</p> <p>Page 1 of 2</p>
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In alignment with Board Policy No. 1630, Evaluation of the Superintendent, and the Superintendent’s employment agreement, the Seattle School Board establishes the following process for conducting the Superintendent’s annual performance evaluation.

A. Setting of the Annual Performance Goals

- a. Per Policy No. 1240, Committees, the Executive Committee members will work with the Superintendent to draft the Superintendent’s annual performance goals for the following year to propose to the full Board.
- b. The Executive Committee members and the Superintendent will meet at least twice to develop the draft evaluation documents.
- c. After discussions between the Executive Committee and Superintendent, the agreed upon proposed evaluation instrument and goals will be brought before the Board for approval at a public meeting by the end of June each year. (For the 2018-19 school year, the instrument and goals must be established by September 30, 2018.)

B. Check-Ins During the School Year

- a. Executive Sessions: The Superintendent shall have the opportunity to meet with the Board in an executive session no less than three occasions each year, the purpose of which shall be the aiding of the Superintendent in their performance.

C. Annual Evaluation

- a. In June of every year, the Superintendent will be evaluated on the goals established by the Board and Superintendent the previous year.
- b. The Board and Superintendent will meet at least once in executive session to discuss the Superintendent’s performance on the goals over the year.
- c. The Superintendent will provide to the Board a written self-appraisal of their progress on the goals at least one week prior to the executive session.

- d. The Superintendent will be given the opportunity to provide evidence of progress on the goals. These documents should be sent one week in advance of the executive session.
- e. A member of the Executive Committee will be designated by the Board to complete the evaluation instrument based on the executive session discussion.
- f. The Board President will give a copy of the completed annual evaluation documents to the Superintendent at least one week prior to them being made public in order to give the Superintendent an opportunity to review and write a written response.
- g. The completed annual evaluation documents (e.g., the narrative) will be posted to a Board meeting agenda prior to the last Board meeting of the year.

Any of the timelines and deadlines pertaining to the evaluation of the Superintendent's performance may be adjusted at the request of either party by mutual agreement of the Board and Superintendent.

Board Procedure 1630BP

Approved: [date]

Revised:

Cross Reference: Policy Nos. 1240, 1630; Superintendent's employment agreement