

Red Wing Public Schools
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School Board Meeting Agenda Item

Topic: Process for Evaluation of Superintendent
 Contact(s):
 Presenter(s): Pam Roe, Chair

Nature of Action Requested

Board Action
 Board Information or Report

Background Information

At the May 3rd meeting, there was discussion about the process and timing of the evaluation of the Superintendent. Chair Roe contacted an MSBA representative who suggested waiting until the next meeting to discuss with the entire board.

Examples of Previous Discussions

The School Board has discussed the process for evaluation of the Superintendent, especially after the Minnesota School Boards Association (MSBA) and Minnesota Association of School Administrators (MASA) revised a resource guide for conducting evaluations:

2019		
February 4, 2019	Personnel Committee	Discussed tentative plan for evaluation.
February 19, 2019	School Board	Discussed tentative plan for evaluation.
April 15, 2019	School Board	Discussed plan for evaluation.
May 20, 2019	School Board	Closed session to conduct evaluation.
June 3, 2019	School Board	Summary of evaluation shared with public
December 11, 2019	School Board	Discussed timing and format of evaluation.

2020		
January 13, 2020	School Board	Discussed timeline and adding a second evaluation session.
May 4, 2020	School Board	Closed session to conduct evaluation
October 19, 2020	School Board	Presentation about conducting evaluation. The instrument was included as an attachment.
November 16, 2020	School Board	Closed session to conduct evaluation
December 17, 2020	School Board	Summary of evaluation shared with public
2021		
February 16, 2021	Legislative and Policy Committee	Discussion about School Board Procedures Handbook, which includes the draft process for conducting the evaluation.
March 1, 2021	School Board	During a workshop, board members reviewed the School Board Procedures Handbook. At minute 49 of the meeting, discussion took place about this topic. Board members suggested continued discussion about the timing of negotiations with the Superintendent in relation to the evaluation process.
March 8, 2021	Personnel Committee	Discussion took place about the timing of negotiations.
March 15, 2021	Legislative and Policy Committee	The latest version of the School Board Procedures Handbook was reviewed.
April 7, 2021	Email to all board members	A request was emailed to board members asking for feedback about the School Board Procedures Handbook.

Improvements Suggested by Superintendent

Superintendent Anderson believes the following changes would enhance the evaluation process:

- Approval of the School Board Procedures Handbook, possible with evaluation instruments as attachments, will formalize the review of processes and instruments.
- There needs to be clarity if there are two separate evaluation processes or a formal evaluation with an informal evaluation based on the same goals and evaluation instrument.
- Goals should be specific, measurable, achievable, results-oriented, and time-specific (SMART). Further, there should be fewer goals each year that are coherent with other work in the district.
- More specific rubrics should be established describing each component of the scale being used. For example, what does “highly effective” mean for a particular goal? Rubrics are used in the Superintendent evaluation instrument suggested by the Minnesota School Board Association.
- If particular evidence is expected for a future evaluation, these expectations should be made clear to the Superintendent when goals are established.

Recommendation

I move to conduct an evaluation of the Superintendent using the attached evaluation instrument with timing to be determined by the School Board Chair.