

Superintendent Performance Evaluation for 2014-2015 Fiscal Year

Superintendent Antwan Wilson

(v.2 – November 5, 2014)

The Performance Evaluation Process

Step One – Establishing Performance Goals & Objectives

The Board of Education established the Superintendent's 2014-2015 Work Plan on August 13, 2014. This Work Plan, which was mutually agreed upon by the Board of Education and the Superintendent, outlines three goals and eight deliverables upon which the Superintendent's performance evaluation shall be based. In subsequent years, the Superintendent's Work Plan shall be established annually by May 31st.

Step Two – Establishing the Performance Evaluation Instrument

The Board of Education will establish the 2014-2015 Superintendent Performance Evaluation instrument on November 5, 2014. In subsequent years, the Superintendent Performance Evaluation instrument shall be established annually by August 31st.

Step Three – Completing the Mid-Year Assessment

The Board of Education and Superintendent shall complete a mid-year assessment of the Superintendent's work performance in December 2014, using the Superintendent Performance Evaluation instrument. The purpose of the mid-year assessment is to highlight key accomplishments and challenges, and to identify any adjustments or modifications to the Superintendent's Work Plan due to extenuating circumstances. Completing the mid-year assessment involves the following elements:

1. **Superintendent's Self-Assessment**
The Superintendent will submit to the Board of Education by December 3, 2014 a written self-assessment of his work performance for the period of July 1, 2014 to November 21, 2014.
2. **Board Review & Discussion**
The Board of Education will meet on December 10, 2014 to review and discuss the Superintendent's written self-assessment, and identify key points of discussion for the Superintendent.
3. **Board/Superintendent Discussion**
The Board of Education and Superintendent will meet on December 11, 2014 to highlight key accomplishments and challenges, and to determine any adjustments or modifications to the Superintendent's 2014-2015 Work Plan due to extenuating circumstances.

Step Four – Conducting a Targeted Survey of the Superintendent's Cabinet

The Board of Education shall conduct a targeted online survey of members of the Superintendent's Cabinet by March 30, 2015. The focus of the survey is to receive feedback on whether Cabinet members are knowledgeable about the Superintendent's Work Plan goals and deliverables, and whether Cabinet members are accountable for contributing to the achievement of Superintendent Work Plan goals and deliverables. The survey and survey results are for feedback purposes only, and are not to be scored for the Superintendent's Performance Evaluation.

Step Five – Completing the Final Year-End Evaluation

The Board of Education shall complete the Superintendent's final year-end Performance Evaluation in May 2015. The purpose of the annual Performance Evaluation is to highlight key accomplishments and challenges; identify corrective actions required, if any, in work performance; and to establish performance goals and deliverables for 2015-2016.

Completing the final year-end Performance Evaluation involves the following sequenced elements:

1. **Superintendent's Self-Evaluation**

The Superintendent will submit to the Board of Education by May 6, 2015:

- a. Self-Evaluation Report of his work performance, including key artifacts, for the period of July 1, 2014 to April 30, 2015.
- b. Recommended Superintendent performance goals and deliverables for 2015-2016.

2. **Board Review & Discussion**

The Board of Education will meet on May 6, 2015 to:

- a. Receive and hear the Superintendent's presentation of his self-evaluation and recommended 2015-2016 performance goals and deliverables.
- b. Complete individual evaluations.
- c. Present and discuss completed individual evaluations.
- d. Reach consensus on a single Board evaluation report.
- e. Reach consensus on a 2015-2016 Superintendent performance goals and deliverables.

3. **Board/Superintendent Discussion**

The Board of Education will present its Superintendent Performance Evaluation and 2015-2016 Superintendent Performance Goals & Deliverables to the Superintendent on May 13, 2015.

4. **Adoption of the 2015-2016 Superintendent's Work Plan**

The Board of Education will adopt the 2015-2016 Superintendent's Work Plan on May 27, 2015.

Scoring

Work Plan Deliverables will be graded on the following scale:

- 4 = Exceeds Expectation
- 3 = Effective
- 2 = Needs Improvement
- 1 = Ineffective

Work Plan Goals will be weighted in the following manner:

Goal	Weight	x	Score	=	Total
Foster a Professional Culture in Our Schools	30	x			
Implement the Quality School Development Policy	30	x			
Improve Budget & Finance Management Systems	20	x			
Implement the Asset Management Policy	10	x			
Update the Strategic Plan	10	x			

Foster a Professional Culture in Our Schools

1a Deliverable: Expand time and support for teacher-driven planning, preparation, and collaboration focused on improving instructional quality aligned to OUSD's Common Core State Standards implementation plan.

1a Score: _____

Comments:

1b Deliverable: Expand the use of the OUSD/OEA approved teacher evaluation pilot in 25 schools.

1b Score: _____

Comments:

1c Deliverable: Establish and utilize a Human Capital data management system.

1c Score: _____

Comments:

Implement the Quality School Development Policy

2a Deliverable: Support all schools to develop, strengthen, and sustain three core practices: 1) Continuous School Improvement; 2) Professional Learning Communities; and 3) Early Warning System.

2a Score: _____

Comments:

2b Deliverable: Support all high schools to create small learning communities of career pathways that provide challenging academics, career-based learning, real-world learning experiences, and intensive individualized support services.

2b Score: _____

Comments:

2c Deliverable: Support Tier III schools to plan and implement their intervention strategy.

2c Score: _____

Comments:

Improve Budget Development and Financial Management systems.

3a Deliverable: Present to the Board of Education a 2015-2016 LCAP/Budget Development Plan that is in compliance with the Board Policy on Results-Based Budgeting and State regulations for the Local Control Accountability Plan.

3a Score: _____

Comments:

3b Deliverable: Present to the Board of Education a communications plan to provide school employees, parents, students, and the general public sufficient information and tools to meaningfully engage in the 2015-2016 LCAP/Budget development process.

3b Score: _____

Comments:

3c Deliverable: Present to the Board of Education evidence of 100% clearance of all audit findings for Fiscal Year 2010-2011 and 2011-2012.

3c Score: _____

Comments:

Implement the Asset Management Policy

4a Deliverable: Present to the Board of Education a plan to house all central administration offices in one location.

4a Score: _____

Comments:

4b Deliverable: Present to the Board of Education a plan to house District-operated schools and programs, and qualified District-authorized charter schools in district-owned school facilities.

4b Score: _____

Comments:

Update the Strategic Plan

5a Deliverable: Present to the Board of Education a work plan to produce an updated OUSD Strategic Plan.

5a Score: _____

Comments:

5b Deliverable: Present to the Board of Education for adoption an updated OUSD Strategic Plan.

5b Score: _____

Comments:

5c Deliverable: Communicate the updated OUSD Strategic Plan to internal and external stakeholders.

5c Score: _____

Comments:

Composite Scorecard

Goal	Weight	x	Score	=	Total
Foster a Professional Culture in Our Schools	30	x		=	
Implement the Quality School Development Policy	30	x		=	
Improve Budget & Finance Management Systems	20	x		=	
Implement the Asset Management Policy	10	x		=	
Update the Strategic Plan	10	x		=	
GRAND TOTAL					