

Superintendent Performance Evaluation for 2015-2016 Fiscal Year

Superintendent Antwan Wilson

(v.4- May 22, 2016)

The Performance Evaluation Process

Step One – Establishing Performance Goals & Objectives

The Board of Education established the Superintendent's 2015-2016 Work Plan on June 24, 2015. This Work Plan, which was mutually agreed upon by the Board of Education and the Superintendent, outlines five goals and 14 deliverables upon which the Superintendent's performance evaluation shall be based. In subsequent years, the Superintendent's Work Plan shall be established annually by June 30, 2016.

Step Two – Establishing the Performance Evaluation Instrument

The Board of Education established the 2015-2016 Superintendent Performance Evaluation instrument on August 30th and made an addition to the evaluation in the Spring of 2016. In subsequent years, the Superintendent Performance Evaluation instrument shall be established annually by September 30th.

Step Three – The Mid-Year Assessment

The Board of Education and Superintendent completed a mid-year assessment of the Superintendent's work performance in December 2015, using the Superintendent Performance Evaluation instrument. The purpose of the mid-year assessment was to highlight key accomplishments and challenges, and to identify any adjustments or modifications to the Superintendent's Work Plan.

Step Four (Next Steps)– 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 and members of the principal's advisory committee by June 1, 2016. The focus of each survey is to receive feedback on whether Cabinet members and principals are knowledgeable about the Superintendent's Work Plan goals and deliverables, and whether Cabinet members and principals 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 June 2016. 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 2016-2017.

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 on June 8, 2016:

- a. Self-Evaluation Report of his work performance, including key artifacts, for the period of July 1, 2015 to May 15, 2016.
- b. Recommended Superintendent performance goals and deliverables for 2016-2017.

2. Board Review & Discussion

The Board of Education will meet on June 8, 2016 to:

- a. Receive and hear the Superintendent's presentation of his self-evaluation and recommended 2015-2016 performance goals and deliverables.
- b. Discuss individual evaluations.
- c. Reach consensus on a single Board evaluation report process.
- d. Complete an initial review of 2016-2017 Superintendent performance goals and deliverables.

3. Board/Superintendent Discussion

The Board of Education will present its Superintendent Performance Evaluation and 2016-2017 Superintendent Performance Goals & Deliverables to the Superintendent on June 15, 2016.

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

The Board of Education will adopt the 2016-2017 Superintendent's Work Plan by June 22, 2016.

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
Continued Implementation of Board Priority regarding professional culture.	30	X		=	
Implement the Quality School Development Policy.	30	X		=	
Improve the quality of service of our Special Education program.	20	X		=	
Implement the Asset Management Policy	10	X		=	
Improve the transparency, accessibility, and reliability of the OUSD budget development and financial management systems.	10	X		=	

Foster a Professional Culture in Our Schools

1a Deliverable: Expand teacher planning time to support continued development in Common Core State Standards and SEL standards at all school sites, with a specific focus on underperforming schools.

1a Score: _____

Comments:

1b Deliverable: Expand the OUSD/OEA educator effectiveness and leadership effectiveness pilots to include 50 or more schools.

1b Score: _____

Comments:

1c Deliverable: Develop a plan to rollout common district values, professional growth for employees across the organization, and engagement programs.

1c Score: _____

Comments:

1d Deliverable: Continue the implementation of the Human Capital Data Management System.

1d Score: _____

Comments:

Implement the Quality School Development Policy

2a Deliverable: Support all schools to improve their implementation of the Common Core State Standards and Social Emotional Learning Practices.

2a Score: _____

Comments:

2b Deliverable: Support all schools in the development of Professional learning communities, early warning systems, continuous school improvement practices- including continual support to those schools engaged in the Intensive School Support process.

2b Score: _____

Comments:

2c Deliverable:	Support all high schools to create pathways using Measure N and other designated funds to increase pathway engagement, intensity, and rigor, and to accelerate the development of intensive individualized supports for students.

2c Score:	_____
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Comments:

2d Deliverable:	Support all schools to develop strategies to improve instruction and support to ELL students.
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2d Score:	_____
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Comments:

2e Deliverable:	Support all secondary schools to create pathways and feeder patterns in every Oakland neighborhood.
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2e Score:	_____
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Comments:

Improve the Quality of Service of our Special Education Program

3a Deliverable: Implement the Special Education Roadmap and increase program efficiency.

3a Score: _____

Comments:

3b Deliverable: Identify schools in most need and develop an intensive support strategy to improve outcomes for students enrolled in special education programs.

3b Score: _____

Comments:

Implement the Asset Management Policy

4a Deliverable: Update the facilities master plan and present to the BOE a strategy to maximize the use of all of OUSD real estate assets.

4a Score: _____

Comments:

4b Deliverable: Present two reports updating the Board on the development of the Educational Leadership Complex (reports should include any information about cost overruns, delays in construction, etc.)

4b Score: _____

Comments:

4c Deliverable: Develop internal capacity to implement the Board policy on community engagement.

4c Score: _____

Comments:

Improve the transparency, accessibility, and reliability of the OUSD budget development and financial management systems.

5a Deliverable: Present a fiscally sound budget for the 2016-17 school year for approval to the Board of Education (Board Policy 3100).

5a Score: _____

Comments:

5b Deliverable: Begin the development and implementation of a web based budget tool for public use that displays real-time budget data and clearly displays all revenue streams and expenditures as they relate to district priorities.

5b Score: _____

Comments:

5c Deliverable: Develop plan for more effective and efficient use of the 90% of district resources spent in schools or in support of schools in order to support the delivery of an equitable and quality education.

5c Score: _____

Comments:

5d Deliverable: Complete fiscal audits for years 2012/13 and 2013/14.

5d Score: _____

Comments:

Composite Scorecard

Goal	Weight	x	Score	=	Total
Continue to Foster a Professional Culture in Our Schools	30	x		=	
Implement the Quality School Development Policy	30	x		=	
Improve the Quality of Service of our Special Education Program.	20	x		=	
Implement the Asset Management Policy	10	x		=	
Improve the transparency, accessibility, and reliability of the OUSD budget development and financial management systems.	10	x		=	
GRAND TOTAL					

OAKLAND UNIFIED SCHOOL DISTRICT SUPERINTENDENT PERFORMANCE EVALUATION PART II: CULTURE AND CLIMATE

RATING SCALE DEFINITIONS (1-3)

Does not meet standard	(1)	Superintendent's work performance does not consistently meet the standards of the position. Serious effort is need to improve performance.
Meets standards and expectations	(2)	Superintendent's work performance consistently meets the standards of the position.
Exceeds standard and expectations	(3)	Superintendent's work performance is frequently or consistently above the level of satisfactory abut has not achieved an overall level of outstanding performance.

PERFORMANCE EVALUATION AND ACHIEVEMENTS

Relationship with the School Board				
Communication with the Board is clear, concise, and articulate; recommends actions and alternatives to the Board; keeps the Board informed of outstanding issues in the District, current education trends and new developments in the field		1	2	3
Superintendent and staff are accessible to Board members and return calls and emails promptly; provides reports that are timely, clear, concise and thorough		1	2	3
Respects the role of the Board and works collaboratively with the Board		1	2	3
Provides sound advice to the Board; seeks out the voice of Board, when appropriate, in decision-making and the development of strategy; accepts direction/ instructions in a positive manner		1	2	3
Knowledgeable about and assists Board members in fulfilling his/her roles and responsibilities		1	2	3
Management/Leadership				
Maintains a culture of mutual respect and collaboration district-wide		1	2	3
Establishes and maintains a systematic process to receive and provide feedback about the progress of the strategic plan and other pressing bodies of work		1	2	3
Conducts ongoing program of personnel development through appropriate training		1	2	3
Maintains an environment that allows appropriate input from staff in developing responses to problems		1	2	3
Participates in professional activities to build his skills and encourages staff to do same		1	2	3
Effectively oversees and properly maintains the budget for the district; creates a culture of responsible stewardship of district resources		1	2	3

Demonstrates a commitment to the District' s stated goals and mission and effectively assists the Board in fulfilling its commitments to this effort	1	2	3
Talent Development			
Effectively limits the necessity of outside contracting by focusing on building the internal capacity of OUSD' s staff; manages costs associated with contracting for OUSD work	1	2	3
Ensures that new staff are well-supported and set up for success in OUSD	1	2	3
Ensures that OUSD has a positive and supportive culture of personal/professional development and candor at every level, where all district employees are encouraged to provide candid feedback that is reviewed and followed up on a regular basis, e.g., annual anonymous employee survey.	1	2	3
Ensures stable and capable staffing at all levels of the district, e.g., succession planning	1	2	3
Knowledge of Educational and School Board Policies			
Remains up-to-date on current legal and policy issues involving education	1	2	3
Understands the practical issues relating to day-to-day operation of the school system and consequences of decisions	1	2	3
Possesses ability to inspire and unify board, staff and other stakeholders around and district vision and mission	1	2	3
Effectively reviews and recommends to the Board appropriate changes to policies, contracts, and procedures to further the vision and mission of the district	1	2	3
Builds trust with community in intentional ways through compliance with Sunshine laws, including public meetings and public record laws	1	2	3
Quantity/Quality			
Amount of work performed and completion of work on time	1	2	3
Accuracy and thoroughness	1	2	3
Professionalism			
Initiative and judgment	1	2	3
Fairness and impartiality	1	2	3

Analytical ability	1	2	3
Accepts direction/instructions in a positive manner	1	2	3

STRENGTHS: _____

SUGGESTED AREAS OF IMPROVEMENT: _____

GENERAL COMMENTS: _____

SUMMARY RATING

**Compiled
Averages**

Relationship with the School Board

Management/Leadership

Talent Development

Knowledge of the Educational and School Board Policies

Quantity/Quality

Professionalism

Overall Average

Board Approval Date: _____

Board President

Acknowledgement of Receipt:

Superintendent

SUPERINTENDENT COMMENTS (OPTIONAL): _____

