



Superintendent's Circular

NUMBER:
HRS-PM02
Version 01

PERFORMANCE EVALUATION OF INSTRUCTIONAL BASAS ADMINISTRATORS

This circular will remain in effect unless rescinded or superseded by a subsequent version..

Heads of school, principals, and other administrative heads are responsible for evaluating the performance of administrators under their direct supervision. This employee group is school-based, requires DESE licensure, and is represented as part of the BASAS bargaining unit. Instructional BASAS administrators will be evaluated using the **VectorEvals** platform as the evaluation instrument. As of September 2023, non-instructional BASAS administrators in roles that do not require DESE-licensure will be evaluated using Superintendent Circular HRS-PM02A *Performance Evaluation of Non-Instructional BASAS Administrators*.

The purpose of this memorandum is to explain who is responsible for evaluation and to outline the philosophy, objectives, guidelines, and procedures applicable to that process.

PHILOSOPHY

The Boston Public Schools and the BASAS bargaining unit recognize that the quality of education provided depends upon the professional performance and the total job effectiveness of the teachers and administrators in the system. Thus, since the system's professionals can and should be held accountable for

the quality of their performance, a just and effective process for evaluating that performance is essential. Such a process must be organized to:

- foster effective leadership in promoting improvements of schools and educational programs
- develop in the professional staff a clearer understanding of the goals of education
- promote sound organizational and management procedures
- demonstrate active support of the policies of the School Committee and superintendent.

The performance evaluation program to be implemented to satisfy this philosophy for administrators is diagnostic and prescriptive, is generally positively directed, and encourages professionals to maximize unique strengths and skills.

All instructional BASAS administrators whose evaluations are subject to 603 CMR 35.00, et. seq. (i.e., administrators whose roles require DESE licensure) shall be evaluated on a cycle consistent with those regulations. Evaluatees not subject to 603 CMR 35.00 et. seq. shall be evaluated annually, except that such employees need not be evaluated in the following year if they remain in the same job title and position unless the evaluator determines a need to do so.

INSTRUMENTS/EVALUATORS

- A. Instructional BASAS members shall be evaluated by a designee of the superintendent outside the BASAS bargaining unit.
- B. The evaluation instrument to be used for instructional BASAS administrators in DESE-licensed roles as of

September 2019 is known as **VectorEvals**. It is accessible via the employee's BPS Google account. Comprehensive information pertaining to the performance evaluation of instructional BASAS administrators under the 2011 education regulation amendments (603 CMR 35.00) is now located at the Office of Human Resources website:

<https://www.bostonpublicschools.org/Page/8586>.

PROCEDURAL STEPS

A. Preparation - No later than 30 days after the start of a rating year, and no later than 45 days after a change in a person's evaluator, the person's evaluator shall meet with the evaluatee(s) for the purpose of explaining the diagnostic prescriptive evaluation program, reviewing the evaluation instrument and which parts of it may not be applicable, answering questions, and determining additional job related responsibilities which will be covered in the evaluation. Within 5 days after said meeting, the evaluatee will receive a copy of a list of job related functions for which they are responsible and on which their performance will be evaluated.

The evaluatee may propose a professional practice goal as well as a student learning goal. All goals are subject to the approval of the evaluator.

B. Data Gathering - It should be clearly understood by the evaluatee that the data gathering process is ongoing and cumulative. Evaluation data includes information gathered by observation or other means. Data should be collected over a sufficient period and should be accessible to the evaluatee in compliance with applicable state and federal

laws. All complaints or derogatory comments obtained from parents, community, etc., shall be promptly provided to the instructional BASAS member, or they may not be used as a basis for evaluation.

The evaluator must provide feedback *within five school days* to the evaluatee (via email or in person) after any observation or collection of evidence that results in the evaluator having a concern that one or more standards may be rated as unsatisfactory or needs improvement on a formative or summative evaluation for the first time.

C. Post-Evaluation Conference - Evaluation reports may be filled out periodically throughout the school year whenever an evaluator determines that assistance, supervision, or intervention is deemed appropriate. Within ten (10) school days during which the BASAS member is present following the completion of each evaluation, the evaluator shall meet with the evaluatee for the purpose of discussing the evaluation, providing an appraisal of professional strengths and areas in need of improvement.

In any area where the evaluator indicates a need for improvement, or that the evaluatee is "Unsatisfactory", the evaluator will provide the evaluatee with a written prescription. The prescription must be fully descriptive, instructive, reasonable, attainable, and educationally sound as to the specific remedy sought by the evaluator.

At the post-evaluation conference, the evaluatee will be shown their written evaluation by the evaluator and will sign it to indicate they have seen it and acknowledge that it will be placed in their personnel file, but not to indicate agreement or disagreement. A copy of the evaluation will be

provided to the evaluatee, and the evaluatee will be allowed to attach comments to the evaluation.

- D. Follow-Up** - In general, the number and scope of the subsequent conferences can be gauged at the first post-evaluation conference and should be communicated to and discussed with the evaluatee at the end of that conference.

FORMATIVE ASSESSMENT/EVALUATION AND OBSERVATIONAL FEEDBACK

- A. A formative assessment** shall be a part of the process used to assess progress towards attaining goals set forth in administrator plans, performance on Standards and Indicators of Effective Teaching Practice, or both, and may be used to inform employment decisions. This process may take place at any time during the cycle of evaluation, but typically takes place at mid-cycle.
- B. A formative evaluation** shall be an evaluation conducted at the end of Year 1 for an administrator on a two-year self-directed growth plan. This evaluation is to be used to arrive at a rating on progress towards attaining the goals set forth in the evaluatee's plan, performance on Standards and Indicators of Effective Teaching Practice, or both, and may be used to inform employment decisions.
- C.** If an evaluatee's performance results in a rating of "Needs Improvement," or "Unsatisfactory" on a formative assessment or evaluation, the evaluation prescription may contain a requirement that an administrator take advantage of additional professional development training or other opportunities.

SUMMATIVE EVALUATION AND REPORTS

- A. A **summative evaluation** is an evaluation used to arrive at a rating on each standard, an overall rating, and as a basis to make personnel decisions. The summative evaluation includes the evaluator's judgments of the evaluatee's performance against performance standards and the evaluatee's attainment of goals set forth in the evaluatee's plan.
- B. During the entire evaluation process, continuous assistance, support, and encouragement should be extended to assist the evaluatee in meeting established objectives.
- C. Continued failure to achieve an overall rating of "Proficient" will result in additional prescriptions, warnings, additional evaluations, and further personnel action, including evaluation visits from other School Department administrators.
- D. An evaluatee whose overall performance has been judged as "Needs Improvement" or "Unsatisfactory" shall be notified in writing and shall meet directly with the evaluator.

DISPUTE RESOLUTION

- A. An overall rating of "Unsatisfactory" on a summative evaluation for BASAS members shall be subject to the grievance and arbitration procedure. An administrator may grieve a summative rating of "Proficient" evaluation up to and including the level of the responsible administrator above the level of the evaluator. Any evaluation that is used or referred to as any part of the rationale for removal, reassignment, or any other negative action against an employee shall be subject to the grievance and arbitration procedures.

- B. Any evaluation of an instructional BASAS administrator which is overall "Unsatisfactory" shall be promptly forwarded to BASAS along with any other recommended professional development or corrective action plan, provided that the BASAS member has so requested in writing. The superintendent's designee and BASAS agree to meet to discuss the plan, when requested by the BASAS member.
- C. Alleged violations of the performance evaluation process are subject to the grievance and arbitration procedures if the employee has been dismissed.

PROCEDURES FOR DISMISSAL/DEMOTION

If the performance evaluation of an evaluatee results in a recommendation for dismissal/demotion by the evaluator (confirmed by the head of school or other senior administrator), the following procedures will be followed:

- A. The superintendent's designee shall discuss each recommendation for dismissal with the appropriate evaluator and/or other senior administrator. The superintendent's designee shall then undertake the necessary investigation to substantiate the evaluation of the administrator.

Based on the above, the superintendent or their designee shall decide on the appropriateness of the recommendation for dismissal/demotion. The evaluator and/or other senior administrator must present supporting documents to the Superintendent or their designee when presenting a recommendation for dismissal.

- B. The superintendent or their designee or senior

administrator shall submit all processed recommendations for dismissal to the Office of Labor Relations.

C. The decisions of the superintendent or their designee shall be confined to the following:

1. **Retention** - This is a rejection of the recommendation of the evaluator based on the evidence presented on an individual administrator.
2. **Notice** - The superintendent's designee, having reviewed the materials, decides that the case does not warrant a recommendation for dismissal/demotion, but instead warrants placing the administrator on notice that their performance is highly unacceptable. This status stands as a final warning that the administrator will be subject to additional evaluation during the academic year and, if performance is not improved, may be subject to dismissal/demotion.
3. **Dismissal/Demotion** - This recommendation is the affirmation of the evidence presented by the evaluator. The evaluatee may call for a hearing before the superintendent or designee thirty days after written notification to the administrator of the recommendation for dismissal/demotion.

D. The Office of Labor Relations shall: (1) evaluate the evidence for dismissal/demotion; (2) review the recommendation, if necessary, with the evaluator and/or superintendent or their designee; and (3) determine that relevant procedures for evaluations were substantially complied with and that the evaluations warrant dismissal of the employee.

E. The Office of Labor Relations shall forward its analysis to the

superintendent of schools with copies to the principal leader or other senior administrator.

- F. The superintendent shall review the materials, make a decision, and give notice to the employee in accordance with G.L. c.71, Section 42.

PROCEDURES FOR DISCIPLINE

If a principal, head of school, or supervisor determines that an administrator has violated work rules, the supervisor should follow procedures outlined in Superintendent's Circular HRS-PP10 *Employee Discipline Procedures*. Additionally, the principal, head of school, or supervisor may consider the infraction in evaluating the administrator's overall performance.

Failure to address job performance problems of assigned staff through the performance evaluation process represents unacceptable performance on the part of a supervisor. This problem is further compounded when "problem staff" are given a satisfactory rating by the supervisor and encouraged to transfer to another school/departments. Such failure on the part of a supervisor represents "unsatisfactory" administrative performance on the part of that person and they will be held accountable by the appropriate senior administrator and superintendent.

Please refer in advance to Superintendent's Circular HRS-PP10 *Employee Discipline Procedures*.

Summary of significant dates and deadlines:

Date	Activity
June 15	Deadline for evaluators to submit evaluation to Instructional BASAS Administrators via VectorEvals platform.

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