

February 13, 2017

TO: Board of Education

FROM: Dr. Shelly Kiblinger, Superintendent  
Tad Dower, Board President

Subject: Board-Superintendent Relations Policy 5, and Superintendent Evaluation

The annual work calendar for the board calls for the monitoring of B-SR5 in February. The superintendent's annual summative evaluation in February. We would suggest that the board distribute the formative evaluation at the February 13 meeting, and complete the evaluation and monitoring of the Board's adherence to the policy at the February 27 meeting.

A copy of B-SR 5 is attached, and outlines the purpose and intent for superintendent evaluation under the Coherent Governance model. (Evaluation is based on the board's ongoing monitoring of Results Policies and Operational Expectations Policies.) Also attached is B-SR 5E, which is the evaluation format/template.

We have filled in all of the Results and Operational Expectations Policies monitored over the past three months, and the disposition of the board on each. At the February 27 meeting we will need to be prepared to reach a consensus disposition on each of the blanks in the evaluation. We may work with the superintendent on this in executive session if she and the board find it desirable to do so, but a vote on the resulting formal evaluation will occur in open session.

**Policy Type: Board/Superintendent Relationship****Superintendent Accountability**

The Board considers Superintendent performance to be identical to district performance. District accomplishment of the Board's **Results** policies and operation according to the values expressed in the Board's **Operational Expectations** policies will be considered successful Superintendent performance. These two components define the Superintendent's job responsibilities, and are the basis for the Superintendent's performance evaluation.

1. The Board will determine organizational performance based upon a systematic monitoring process.
2. The Board will acquire monitoring data on **Results** and **Operational Expectations** policies by one or more of three methods:
  - a. By **Internal Report**, in which the Superintendent submits information that certifies and documents to the Board compliance or reasonable progress;
  - b. By **External Review**, in which an external third party selected by the Board assesses compliance or reasonable progress with applicable Board policies;
  - c. By **Board Inspection**, in which the whole Board or a committee duly charged by the Board formally assesses compliance with or reasonable progress on the appropriate policy criteria.
3. The consistent performance standard for **Operational Expectations** policies shall be whether the Superintendent has:
  - a. reasonably interpreted the policy and its subparts;
  - b. complied with the provisions of the Board policy being monitored.
4. The consistent performance standard for **Results** policies shall be whether the Superintendent has:
  - a. reasonably interpreted the policy and its subparts;
  - b. made reasonable progress toward achieving the Board's defined **Results** policies.
5. The Board will make the final determination as to whether Superintendent interpretation is reasonable, whether the Superintendent is in compliance

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and whether reasonable progress has been made. In doing so, the Board will apply the “reasonable person” standard.

6. All policies that instruct the Superintendent will be monitored according to a schedule and by a method determined by the Board and included in the Board’s annual work plan. The Board may monitor any policy out of this defined sequence, if it is determined by a majority of the Board that conditions warrant monitoring at times other than those specified by the annual schedule.
7. Each February, the Board will conduct a formal summative evaluation of the Superintendent. The summative evaluation will be based upon data collected during the year from the monitoring of **Results** and **Operational Expectations** policies. The Board will prepare a written evaluation document.

The evaluation document will consist of:

- a. A summary of the data derived during the year from monitoring the Board’s **Results** and **Operational Expectations** policies;
- b. Conclusions based upon the Board’s prior action during the year relative to the Superintendent’s reasonable interpretation of each **Result** policy and whether reasonable progress has been made toward its achievement;
- c. Conclusions based upon the Board’s prior action during the year relative to whether the Superintendent has reasonably interpreted and operated according to the provisions of the **Operational Expectations** policies.

8. During any Superintendent’s first two years of employment, the board will conduct a formative evaluation in November and a summative evaluation in February. During any Superintendent’s contract of employment, following the second year, the Board will conduct one summative evaluation in February.

Adopted: March 3, 2009

Amended: October 25, 2010

**Monitoring Method:** *Board self-assessment*  
**Monitoring Frequency:** *Annually as per work plan*

Hutchinson, KS USD 308 Board of Education

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**Policy Type: Board-Superintendent Relationship****ANNUAL FORMATIVE/SUMMATIVE EVALUATION  
of the Superintendent**

The Board's Policy B/SR-5 provides that:

Each February the Board will conduct a formal summative evaluation of the Superintendent. The summative evaluation will be based upon data collected during the year from the monitoring of **Results** and **Operational Expectations** policies.

**The purpose of the annual evaluation of the Superintendent is to summarize the actions previously taken by the Board as it monitored *Results* and *Operational Expectations* policies during the year, and to draw conclusions on that basis.**

<b>Operational Expectations Policies:</b>	<b>Date Monitored:</b>	<b>Board Disposition:</b>
OE – 7 Asset Protection	3/14/16	Fully compliant
OE – 3 Treatment of Stakeholders	4/11/16	Compliant with noted exceptions – OE 3.3A, 3.3B, 3.3C, 3.3D and 3.3E specific to staff relations
OE – 13 Facilities	5/9/16	Fully compliant
OE – 8 Communicating with the Board	6/13/16	Fully compliant
OE – 5 Fiscal Planning	8/8/16	Fully compliant
OE – 10 Curriculum and Instruction	9/12/16	Fully compliant
OE – 11 Discipline	9/12/16	Compliant with noted exceptions - Superintendent Interpretation on OE 11: A safe and orderly environment means that students are free from physical or psychological harm while they are in school
OE – 1 Global Operational Expectation	9/26/16	Fully compliant
OE – 2 Superintendent Succession	9/26/16	Fully compliant
OE – 9 Communicating with the Public	10/24/16	Fully compliant
OE – 4 Treatment of Employees and Personnel Administrations	11/14/16	Compliant with noted exceptions – Staff will be satisfied with the opportunities for professional learning.
OE – 6 Financial Administration	1/9/17	Fully compliant

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<b>Results Policies:</b>	<b>Date Monitored:</b>	<b>Board Disposition:</b>
R – 3-6 Employability Skills	12/12/16	Accepted the report
R – 2 English Language Arts	1/9/17	Accepted the report
R – 2 Math	2/13/17	Accepted the report. Noted improvement needed in plan to address 10 <sup>th</sup> grade results

Based upon the Board’s prior monitoring of these policies and the on-going monitoring of the organization’s and the Superintendent’s performance during the preceding year, the Board reaches the following summary conclusions relative to Superintendent performance:

Despite survey evidence to the contrary the Board continues to have a significant concern regarding communication between administration and teachers. Improvement in this area is needed.

Signed: \_\_\_\_\_  
President/Chair of the Board

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chief Executive Officer/Superintendent

Date: \_\_\_\_\_

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