

KPBSD Administrator Evaluation Committee Meeting

January 20, 2011

Member Name/Group	Present	Absent
Sean Dusek, Assistant Superintendent of Instruction	X	
Tim Peterson, Director of Human Resources	X	
Christine Carlson, Community Representative		X
Tim Navarre, School Board Member		X
Lynn Hohl, School Board Member	X	
Treva Walker, Principal at Seward High School		X
John O'Brien, Principal at Nikiski Middle/High School	X	
Melissa Linton, Principal at K-Beach Elementary School	X	
Christine Ermold, Principal at Sterling Elementary School	X	

Others Present: None

Agenda

- Minutes: Sean passed out the minutes from the last meeting and posted the identified purposes of the new administrator evaluation model and the to-do list that were established during the last meeting.
- Reports on Tasks from the Previous Meeting
 - Melissa shared draft rubrics she received from a member of the Danielson group who is working in Vermont on both a teacher evaluation and administrator evaluation model. The big difference is that in Vermont, there is an “pay for performance” component, which our District is not looking to include.
 - Sean reported that he found some other rubrics that he copied for the group’s reference. He also handed out a copy of the domains drafted by Melissa and Christine after the last meeting, as well as a copy of the crosswalk that John did of the domains and the Alaska Standards for Administrators.
 - Tim reported that he’s confident KPEA would like to be involved in the development of the administrator evaluation, and Sean reported he spoke with LaDawn last week and asked her to provide him with their E-Board’s feedback on the current model and things they might like to see included. Tim will work with Steve and LaDawn to get an aspiring principal who is currently a teacher to participate on the committee and review documents as we create them.

- Christine E. reported on the survey she created for principals. She explained how the survey items were generated and gave an overall interpretation of the results.
- Sean reported that he had four schools that responded to his request to gather information from students about effective principals. Students and Site Councils identified the following as important: Visible, they know me; positive/happy; Handles change effectively; Relates to all sides of an issue; Problem solver; Advocates school needs; Includes outside resources effectively; communicator- approachable and trustworthy. Christine C. has started collecting information from Site Councils and those she is not meeting with have been asked to collect feedback as one of their January Site Council agenda items. Sean wants to continue gathering information from various groups to help inform us in this process.
- Lynn was asked to work with other board members and get their input on characteristics of quality principals to bring back to the committee.
- Work on the Domains
 - Solidify – The committee discussed the strengths of having four domains and the fact that it appears likely the Federal government will not mandate districts have student achievement as its own evaluation component anytime soon and the fact that student achievement is embedded in the components as proposed, which fits well with both the move towards implementing Effective Instructional practices and the new teacher evaluation process. The committee acknowledged that in the future, we may need to add an additional domain reflecting student achievement in isolation. The committee then proceeded with defining the four domains and identifying the components for each.
 - Rubrics- After reviewing several samples, the committee agreed to use the language of “Unsatisfactory, Basic, Proficient, or Distinguished” which is the same as the language rating in the teacher evaluation system.
- Next Steps
 - Rubrics for each component
 - Evidence examples for each component
 - Manual- components
 - PEP
 - Formal documents
 - Processes

To-Do Items:

Tighter Crosswalk between our four domains t the AK standards and the language from the various rubrics we’ve been looking at and like.

Develop the elements for components (ideas can start with Pttsburg’s document) and the rubrics for each

element.

Identify the evidence for each component (or if present, element,) and the collection process.

Remove “Based on Delaware and ISLLC Standards” but ensure they are listed in the references section of our manual.

Revise the Smartcard to include more detail of the crosswalk and the elements listed below.

Define the process, including the process for new administrators w/2 evaluations a year per state law according to Tim.

Create the manual

Create the forms

Next Meeting Date: Mid to late February

Agenda Items for the Next Meeting:

New feedback gathered (students, community, site councils)

Rubrics for the components with examples of evidence for each component

If we finish the rubrics, then we'll move into working on defining the process and creating the formal documents.