

DuPage ROE Principal Evaluation Tool Project  
2008-09 Revision Recommendations

**Background:** On June 17, a subcommittee of the Leadership Steering Committee met to review the data from the on-line surveys developed during the 2007-08 field test year in preparation for developing a cover document for the 2008-09 documents. Dr. Debbie LeBlanc, Dist.180 principal, and Dr. Diane Cody and Dr. Cathy Berning, DuPage superintendents, met with Dr. Gail Fahey of the ROE Leadership staff, and determined the following:

- 25 principal surveys (8%) return; 13 school district surveys (31%) return.
- Helpful insights were provided in detail by several respondents.
- ROE should continue its efforts throughout the 2008-09 school year to keep districts apprised of this process in order to keep the DuPage districts PA1039 compliant.

**Committee Recommendations:**

- No changes are needed to the instruments posted on the ROE website.
- The timeline/implementation document, also on the website, is still appropriate with the following enhancements:

**IMPLEMENTATION ENHANCEMENTS**

- **The performance goal sheet, also available on the website, is to be used to address specific, local issues and included as part of the formative and summative process.**
- **The reflection component is one of the most important parts of the whole process. This component must be given special emphasis as it is considered by the research to be central to the principal's growth.**
- **The entire process as reflected ultimately in the summary document is based on the most current research and is meant to highlight what is important about being an excellent principal.**
- **The recommended implementation procedures follow. Please note that this implementation timeline is for principals new to your district or position. For experienced, long-term principals in your district we recommend the on-going collection of artifacts and adjusting the timeline to meet individual needs. It is recommended that all principals participate in an annual evaluation process based on goal-setting, reflection, and artifact collection.**

Recommended Implementation Procedures  
DuPage Regional Office of Education

- Ensure that this plan is part of the overall LEA evaluation program for all administrators and especially principals regardless of years of experience -

**July - September: Review of Documents**

1. Superintendent/designee reviews all procedures and documents with Board of Education.
2. Superintendent/designee reviews evaluation procedures & documents with all principals
  - a. Murphy
  - b. Marzano
  - c. IOWA Standards for school leaders sample portfolio artifacts
  - d. Job description(s) review
  - e. Formative Evaluation Instrument
  - f. Summative Evaluation Instrument.

**August - June: Collection of Evidence**

1. Principal collects/maintains evidence of performance aligned with standards and current goals.
2. Superintendent collects/maintains evidence of performance aligned with standards and current goals.
3. Evidence collection is on-going and organized by standards.

**November - December: Formative Evaluation Conference**

**STEP ONE:**

- a. Superintendent/designee and principal will complete the Formative Evaluation Instrument individually PRIOR to Formative Evaluation Conference.

**STEP TWO:**

- a. Superintendent/designee and principal meet for discussion and reflection of completed Formative Evaluation Instruments.
- b. As part of the discussion and reflection, the Superintendent and Principal share their collected evidence.
- c. Growth plans will be developed by the principal based on evidence and reflection and presented to the superintendent/designee within 10 working days. [In recognition of the value of continuous improvement, there is an expectation by this committee that all principals will develop professional growth plans and participate in formative evaluation conferences.]

### **January- June: Summative Evaluation Conference**

February 1-the summative evaluation form will be completed, reviewed, and signed by the superintendent/designee and the principal when there is a potential for a recommendation for non-renewal (PA94-1039)

On-going Jan.-June---Growth plans may be reviewed and revised through additional formative evaluation conferences.

- a. Summative evaluation forms will be completed, reviewed, and signed by Superintendent/designee and principal prior to the end of the principal's contract year.
- b. Previously developed growth plans should be reviewed/ updated as part of the formative/summative evaluation cycle.