



**STATE OF HAWAII  
BOARD OF EDUCATION**  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

November 7, 2017

TO: Lance Mizumoto  
Chairperson, Board of Education

FROM: Lance Mizumoto  
Chairperson, Board of Education

AGENDA ITEM: Board Action on amendment of Superintendent evaluation timeline for the 2017-2018 School Year: mid-year formative assessment and delegation of authority to further amend evaluation timeline to Board Chairperson

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**I. BACKGROUND**

At its October 3, 2017 general business meeting, the Board of Education (“Board”) received a report from the investigative committee that the Board tasked with setting the Superintendent’s goals and targets and determining an evaluation tool (“Superintendent Evaluation Committee”). In accordance with Section 92-2.5(b)(1)(C), Hawaii Revised Statutes (“HRS”), entitled “Permitted interactions of members,” the Board did not take action on any of the Search Committee’s recommendations. At its October 17, 2017 general business meeting, the Board took action and adopted the superintendent evaluation process described in the Superintendent Evaluation Committee’s report, which included a general timeline with various milestones.

Because the process was adopted in October, the first step that the Board could implement in the 2017-2018 school year is the mid-year formative assessment (designated as Step 3 in the general timeline, shown in Table 1 below).

**Table 1**

STEP	TIMELINE	ACTION
Step 3 Mid-Year Formative Assessment (2 <sup>nd</sup> Quarter)	Mid/Late November	1. At least two weeks prior to the Board’s first December meeting, the Superintendent completes a self-assessment using the mid-year formative assessment form and submits it along with all supporting documents and evidence to the Board Office. The Board Office distributes the supporting documents and evidence to Board members.

	Late November/Early December	2. At least two days prior to the Board's first December meeting, each Board member submits his or her mid-year formative assessment forms to the Board Office. The Board Office creates a mid-year formative assessment summary document consisting of each Board member's ratings and comments and the Superintendent's self-assessment.
	First December Board Meeting	3. In executive session, the Board Office provides the Board with the mid-year formative assessment summary document.  4. The Board discusses and comes to consensus on the formative assessment final ratings.  5. The Board meets and discusses with the Superintendent its formative assessment findings. Board members can provide comments and recommendations or ask questions for clarification. The Board may make changes to its formative assessment final ratings at the end of the discussion.
	Mid-December	6. No later than a week after its meeting with the Superintendent, the Board delivers to the Superintendent and publicly publishes a formative assessment summary narrative.

In accordance with the general timeline, the Superintendent was to provide a self-assessment to the Board in mid to late November. Each of the Board Members would complete mid-year assessment forms and convene to discuss at the Board's December 5, 2017 General Business Meeting. A narrative of the Superintendent's mid-year assessment would be released in mid-December.

**II. RECOMMENDATION**

Adjust 2017-2018 Timeline. This is the first time that the Board is implementing this evaluation process. Board staff is developing forms and systems and Board Members and the Superintendent are incorporating these timelines into existing schedules and responsibilities. Moreover, this will be the first time that Board Members will be working with these forms and with this new system and I would like to allow Board Members additional time to work on a thoughtful assessment. The original general timeline gave Board Members a couple weeks to develop their individual assessments. The proposed general timeline would give Board Members more time to complete this important work. As such, I am recommending that the mid-year assessment be pushed back a couple weeks, as shown in Table 2 below.

**Table 2**

STEP	TIMELINE	ACTION
<b>Step 3</b> Mid-Year Formative Assessment (2 <sup>nd</sup> Quarter)	<del>Mid/Late November</del> <del>December</del>	7. <del>At least two weeks prior to the Board's first December meeting,</del> The Superintendent completes a self-assessment using the mid-year formative assessment form and submits it along with all supporting documents and evidence to the Board Office. The Board Office distributes the supporting documents and evidence to Board members.
	<del>Late November/Early/Mid</del> <del>December/January</del>	8. At least two days prior to the Board's <del>first December</del> <b>January</b> meeting, each Board member submits his or her mid-year formative assessment forms to the Board Office. The Board Office creates a mid-year formative assessment summary document consisting of each Board member's ratings and comments and the Superintendent's self-assessment.
	<del>First December</del> - <b>January</b> Board Meeting	9. In executive session, the Board Office provides the Board with the mid-year formative assessment summary document.  10. The Board discusses and comes to consensus on the formative assessment final ratings.  11. The Board meets and discusses with the Superintendent its formative assessment findings. Board members can provide comments and recommendations or ask questions for clarification. The Board may make changes to its formative assessment final ratings at the end of the discussion.
	<del>Mid-December</del> <b>Late</b> <del>January</del>	12. No later than a week after its meeting with the Superintendent, the Board delivers to the Superintendent and publicly publishes a formative assessment summary narrative.

Delegate Authority. Since this is the first time that the Board is implementing this evaluation process, I believe that there may be future instances where the general timeline will need to be adjusted. As such, I am recommending that the Board delegate authority to me, as Board Chairperson, to adjust the general timeline for the 2017-2018 school year. Any adjustments will be made with as much prior notice as possible to the Superintendent and Board Members.

**PROPOSED MOTION:** Motion to amend the superintendent evaluation general timeline for the 2017-2018 school year as shown in Table 2 of this memorandum and to delegate authority to the Board Chairperson to adjust the superintendent evaluation general timeline for the 2017-2018 school year, as necessary.