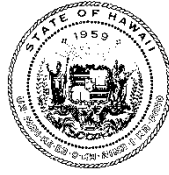


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BOARD OF EDUCATION
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December 3, 2020

TO: Board of Education

FROM: Catherine Payne
Chairperson, Board of Education

AGENDA ITEM: Board Action on Superintendent's evaluation for the 2020-2021
School Year: changes to the timeline of the Superintendent
evaluation process for the 2020-2021 school year

I. BACKGROUND

At its June 18, 2020 general business meeting, the Board of Education ("Board") adopted a revisions to its superintendent evaluation system.¹ The revisions to the superintendent evaluation system included:

- In addition to Component 1 (Professional Standards) and Component 2 (Superintendent Priorities), a third major component that evaluates the Superintendent on progress on strategic plan indicator targets;
- Revisions to language in sub-standards 2.4, 2.5, 2.6, and 3.1;
- Removing the step where Superintendent Priorities can be adjusted mid-year;
- Changes to the general timeline to reflect the Board's once-a-month general business meeting schedule;
- Discussions of the Superintendent's performance in public instead of executive session; and

¹ The Board's revised Superintendent Evaluation System is available here:
[http://boe.hawaii.gov/About/Documents/Superintendent%20Evaluation%20Process%20\(revised%202020-06-18\).pdf](http://boe.hawaii.gov/About/Documents/Superintendent%20Evaluation%20Process%20(revised%202020-06-18).pdf).

- Moving the mid-year review from December to January per Superintendent Christina Kishimoto's request.²

In accordance with the revised evaluation process timeline, the Board and Superintendent were to "mutually agree on and set the strategic plan indicator targets and Superintendent Priorities" in July. At the Board's July 23, 2020 general business meeting, Superintendent Kishimoto proposed Superintendent Priorities and strategic plan indicator targets for the 2020-2021 school year.³ While the Board had a robust discussion on Superintendent Kishimoto's proposal, the Board decided not to take action at this meeting due to concerns with the proposal.⁴

At the Board's November 19, 2020 general business meeting, Superintendent Kishimoto brought a new proposal for her Superintendent Priorities to the Board for consideration.⁵ Board members provided feedback but again decided not to take action until Superintendent Kishimoto incorporated their feedback. Board members generally agreed with the concepts in Superintendent Kishimoto's first and second proposed Superintendent Priorities relating to the Department of Education's digital transformation and promotion of innovative strategies for improving literacy. However, they asked Superintendent Kishimoto to revise the indicators for both priorities to reflect SMART criteria (specific, measurable, achievable, relevant, and time-based), in accordance with the superintendent evaluation system. Superintendent Kishimoto asked the Board to form an investigative committee (a permitted interaction group pursuant to Hawaii Revised Statutes Section 92-2.5(b)(1), a Sunshine Law provision) to discuss the Superintendent Priorities, the strategic plan indicator targets, and how to account for crisis leadership. The Board did not take action on this request because the formation of a permitted interaction group was not on the agenda, but I believe that this issue warrants discussion and full consideration by the Board.

II. DISCUSSION

Since the Board's last meeting on November 19, 2020, Superintendent Kishimoto has held firm on her stance that an investigative committee is necessary to establish her performance

² For more information on the revisions, see my memorandum dated June 18, 2020, available here: http://boe.hawaii.gov/Meetings/Notices/Meeting%20Material%20Library/GBM_20200618_Action%20on%20Superintendent%20Evaluation%20and%20Job%20Description.pdf.

³ Superintendent Kishimoto's first proposal is available in her memorandum dated July 23, 2020, available here:

http://boe.hawaii.gov/Meetings/Notices/Meeting%20Material%20Library/GBM_07232020_Board%20Action%20on%20Supt%20Eval%20for%20the%2020-21%20SY%20-%20Supt%27s%20Priorities.pdf.

⁴ The Board's discussion is captured in its July 23, 2020 General Business Meeting minutes, available here:

<https://alala1.k12.hi.us/STATE/BOE/Minutes.nsf/ebb43af14ca5cdb30a2565cb006622a8/8767541e6beb2e200a2585d6007da970?OpenDocument>.

⁵ Superintendent Kishimoto's second proposal is available in her memorandum dated November 19, 2020, available here:

http://boe.hawaii.gov/Meetings/Notices/Meeting%20Material%20Library/GBM_11192020_Board%20Action%20on%20Supt%27s%20Eval%20for%202020-21%20SY%20-%20Supt%27s%20Priorities.pdf.

expectations for this school year. If the Board finds that an investigative committee is necessary, the Board will need to change its evaluation timeline to push back the mid-year review, as not all expectations would be in place by January. The purpose of the mid-year review is for the Board to provide feedback to the Superintendent on the progress she is making in meeting the Board’s expectations for the year and giving her an opportunity to improve before her evaluation at the end of the year. Pushing back the mid-year review gives the Superintendent less time to respond to the Board’s feedback.

Even if the Board finds an investigative committee is not necessary, it will need to set a new deadline for the Superintendent Priorities and strategic plan indicator targets to be in place because it is past the original July deadline. I have two options illustrated below, one to accommodate an investigative committee and the other to proceed without one.

Timeline A: Investigative Committee and Later Mid-Year Review

Date	Action
December 3, 2020	Board establishes an investigative committee concerning: (1) changes to Component 1, Professional Standards, of Superintendent evaluation process to take into account leadership during crises, (2) strategic plan indicators and targets for the 2020-2021 school year that do not rely on data from the annual Smarter Balanced Assessment; and (3) Superintendent Priorities for the 2020-2021 school year
December 17	Investigative committee reports its findings and recommendations to the Board
January 21, 2021	Board takes action on the investigative committee’s recommendations ⁶
February 11	The Superintendent provides a report on interim progress in achieving the Superintendent Priorities to the Board Office. The Board Office posts this information with the Board’s agenda for its February meeting.
February 18	In open session, the Board discusses the Superintendent’s mid-year performance on the professional standards and Superintendent Priorities. While the Board does not rate the Superintendent’s mid-year performance, it reviews how well the Superintendent has been meeting the expectations set forth in the professional standards and Superintendent Priorities to date. The Board discusses with the Superintendent its comments, questions, and concerns on the Superintendent’s mid-year performance on the professional standards and Superintendent Priorities.
May 13	The Superintendent completes a self-assessment using the end-of-year evaluation form and submits it along with all supporting

⁶ Pursuant to Sunshine Law, the Board can only take action on findings and recommendations from a permitted interaction group (the investigative committee) at a subsequent meeting of the Board.

Date	Action
	documents and evidence to the Board Office. The Board Office posts this information with the Board's agenda for its May meeting.
May 20	In open session, the Board discusses and comes to consensus on the end-of-year evaluation ratings. The Board discusses with the Superintendent its final evaluation findings. The Board and Superintendent engage in a joint self-reflection to identify lessons learned and areas of improvement for both parties using the information and data from the evaluation. The Board and Superintendent may provide comments, ask questions, and make recommendations to each other. The Board may make changes to its end-of-year evaluation ratings after the discussion. The minutes of the meeting serve as the evaluation of the Superintendent.

Timeline B: No Investigative Committee but New Superintendent Priorities/Strategic Plan Indicator Targets Deadline

Date	Action
December 17, 2020	Deadline for the Board and Superintendent to establish Superintendent Priorities and strategic plan indicators and targets for the 2020-2021 school year.
January 14, 2021	The Superintendent provides a report on interim progress in achieving the Superintendent Priorities to the Board Office. The Board Office posts this information with the Board's agenda for its January meeting.
January 21	In open session, the Board discusses the Superintendent's mid-year performance on the professional standards and Superintendent Priorities. While the Board does not rate the Superintendent's mid-year performance, it reviews how well the Superintendent has been meeting the expectations set forth in the professional standards and Superintendent Priorities to date. The Board discusses with the Superintendent its comments, questions, and concerns on the Superintendent's mid-year performance on the professional standards and Superintendent Priorities.
May 13	The Superintendent completes a self-assessment using the end-of-year evaluation form and submits it along with all supporting documents and evidence to the Board Office. The Board Office posts this information with the Board's agenda for its May meeting.
May 20	In open session, the Board discusses and comes to consensus on the end-of-year evaluation ratings. The Board discusses with the Superintendent its final evaluation findings. The Board and Superintendent engage in a joint self-reflection to identify lessons learned and areas of improvement for both parties using the information and data from the evaluation. The Board and Superintendent may provide comments, ask questions, and make

Date	Action
	recommendations to each other. The Board may make changes to its end-of-year evaluation ratings after the discussion. The minutes of the meeting serve as the evaluation of the Superintendent.

III. RECOMMENDATION

While I have provided these options to the Board for discussion purposes, I recommend approving Timeline A as described herein.

Proposed Motion: Move to approve Timeline A, as described in Board Chairperson Catherine Payne’s memorandum dated December 3, 2020, as the revised superintendent evaluation timeline for the 2020-2021 school year.