



**COUNCIL POLICY
COMPLIANCE MONITORING FORM
~ EXECUTIVE REPORT ~**

Policy Type: Executive Limitations - EL-5

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Policy Title: Staff Evaluation

Date: March 10, 2021

I hereby present my monitoring report on your Executive Limitations policy Staff Evaluation according to the schedule established. I certify that the information contained in this report is true, and represents compliance with all aspects of the policy unless specifically stated otherwise, since the policy was adopted on October 10, 2012.

Superintendent
March 10, 2021

I. Interpretation:

This policy means that there must be an evaluation process in place for educators that will improve their performance. The process must be linked to the goals of the District Education Council as they relate to teaching and learning. The District must also have a process in place for addressing unsatisfactory performance.

II. Evidence:

ASD-S has an operational policy (ASD-S-229) “Growth Process” and this can be found on the website under Policies, Human Resources and is attached as part of this monitoring report. Over time the policy has been updated and is being reviewed by the management team this month (Appendix B – J to be reviewed) and minor changes made. The policy divides employees into – beginning employees, experienced employees and those experiencing difficulty. The policy includes all employee groups – teaching and non-teaching. The policy outlines the evaluation cycle and who is responsible for each employee group. Growth goals are used for the permanent B contract teachers – teachers must identify two growth goals in the fall term and these are reviewed by their administrators or at the high school level SPRs. The process is based on “Enhancing Professional Practice,” by Charlotte Danielson and includes four domains: planning and preparation; classroom environment; instruction; and professional responsibilities. The goals are to link with our District Improvement Plan and/or the School Improvement Plan. The teacher must identify the strategies they will put in place to reach their goals and continue the dialogue with their administrator in January and again near the end of the school year. In larger high

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- i. Assessment of whether the Superintendent has made a **reasonable interpretation** of the Council’s policy; and
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schools, SPRs (Department Heads) are involved as well. The form is electronic and user-friendly and has worked well.

Administrators use the same format; their goals are based on the CAMET Leadership Standards (Council of Atlantic Ministers of Education and Training) of 2011 which have been adopted for use in NB. The standards include: fostering school and community relationships; being an instructional leader; creating a positive learning environment; driving the leadership potential of others; and living the vision of learning. The Directors of Schools visit each Principal in the fall term to review their growth goals.

There is an evaluation process for long term supply teachers, D contract teachers, Education Assistants, School Intervention Workers, drivers, custodians, administrative assistants, and district staff. Templates have been developed and input sought from a small committee of Principals. The forms are user friendly and electronic.

Permanent B contract teachers are evaluated on a cyclical basis with 20% of staff formally evaluated each year. This began in 2016-2017 and annually the Supervisor of Data and Accountability pulls the data for each school to ensure we are on track to have all teaching staff evaluated in a 5-year period. Directors of Schools follow-up with Principals not on track with their evaluations. In the most recent data pull, 49 of 69 schools reached the 20% by June 2020, and of these, 16 of the 49 had evaluated 40% of staff last year. This was due to the close down. To date, we have 18 of 69 schools that have reached the required 20% and this has been impacted by the pandemic, and the request from provincial NBTA that we focus on essential annual evaluations such as D contract teachers. While many of these evaluations fall under the Principal, responsibility for the drivers is with the Transportation Manager and custodians with the Facilities Manager. Given the closure situation last spring, many Principals/Managers were not finished their evaluations, so the decision was made to complete those they had started, and then in fall 2020 complete the balance of the 2019-2020 evaluations before moving onto those identified for 2020-2021.

There is an “assistance phase” and an “on-review” phase of our growth process and a detailed document entitled, “Assistance and On-Review” was developed to guide supervisors and can be found as part of ASD-S policy 229. The Director of Human Resources, and often other Directors will receive questions from Principals about staff who require help, and we are there to support. Situations requiring further attention will come to the Director of Human Resources and myself. At this level union representatives will also be involved. Our goal is always to support our staff if they are having performance issues.

We have a process for the renewal of Principals and Vice Principals five-year contracts and this has been used since 2013 following amalgamation. Administrators receive a letter from the Superintendent about their renewal. This process had a provincial change effective October 2018 with the 2017 signing of the Teachers’ Collective Agreement. Article 29 - “Renewal or non-renewal of the five year term of a school Principal or Vice Principal” was changed and a joint committee of NBTF, EECD and Treasury Board developed a process to ensure a consistent, fair and respectful evaluation process surrounding the renewal or non-renewal. All Districts have moved to this provincial process. The duties of a Principal/Vice Principal are based on the Education Act and these must be communicated to new hires at the beginning of their 5-year

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contract. The Director of Schools, along with one other Director from our team meets with administrators at year 3 and if improvements are required, there is a follow up letter. There are to be no surprises in the final year of the contract.

In the spring of the fifth year of the contract, the Superintendent and the Director of Schools meet with each of the Principals and Vice Principals. Positive feedback has been received on this process; administrators indicate that it is an opportunity to reflect on their accomplishments. The Superintendent and Directors of Schools also meet with administrators who are not being renewed as they must be notified by March 1 of the final year of their contract.

The Superintendent seeks feedback every two years from all PSSCs on the performance of the Principal as it relates to their roles as outlined in the Education Act. The feedback is sent to the Superintendent prior to the end of the school year and feedback shared with the Principal if the PSSCs have not done so. Feedback is sought on the setting up of the PSSC, opportunities to give input on the SIP and regular updates, assessment and other data being shared and discussed, opportunities to give input on policies and procedures. A challenge with this has been getting the paperwork back from the PSSCs and for some schools it takes many reminders. For the most part the feedback is very positive; if there are suggestions for improvement, I share these with the Principal. This process did not happen in the 2019-2020 school year.

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