

**WITHDRAWN**

02-1218-EX02

December 18, 2002

**APPROVE A CUMULATIVE PRINCIPAL'S PERFORMANCE EVALUATION FORM**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING DECISION:**

Approve a Cumulative Principal's Performance Evaluation Form for use by Local School Councils.

**DESCRIPTION:** Section 5/34-2.3 of the Illinois School Code requires Local School Councils to base their determination whether to renew principal contracts on an evaluation to assess the educational and administrative progress made at the school during the principal's current uniform performance contract. 105 ILCS 5/34-2.3. In accordance with Section 5/34-2.3, Section IV(A)(b) of the current uniform principal's performance contract requires that, not less than 150 days prior to its expiration, the LSC shall evaluate the principal, in writing, using a Board-approved form, to assess the educational and administrative progress made at the school during the term of the contract. The form submitted for Board approval in accordance with the requirement of the uniform principal's performance contract includes all of the evaluation criteria set forth in the Illinois School Code.

**LSC REVIEW:** Not Applicable.

**AFFIRMATIVE ACTION STATUS:** Not applicable.

**FINANCIAL:** No additional cost to the Board.

**PERSONNEL IMPLICATIONS:** Within budget appropriations.

**Approved for Consideration:**



BARBARA J. EASON-WATKINS  
Chief Education Officer

**Approved:**



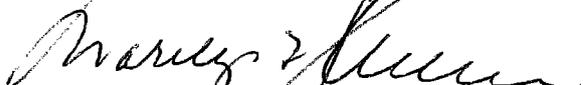
ARNE DUNCAN  
Chief Executive Officer

**Noted:**



KENNETH C. GOTSCH  
Chief Fiscal Officer

**Approved as to Legal Form:**



MARILYN F. JOHNSON  
General Counsel

## CUMULATIVE PRINCIPAL'S PERFORMANCE EVALUATION

Section 5/34-2.3 of the Illinois School Code requires Local School Councils to base their determination of whether to renew principal contracts on an evaluation to assess the educational and administrative progress made at the school during the principal's current uniform performance contract. 105 ILCS 5/34-2.3.

In accordance with the School Code, Section IV(A)(b) of your current principal's performance contract requires that, not less than 150 days prior to the expiration of the contract, the LSC shall evaluate the principal, in writing, using the Board-approved evaluation form, to assess the educational and administrative progress made at the school during the term of the contract in order to determine whether to renew the contract. The LSC is required to base its evaluation on the criteria set forth in the Illinois School Code.

The Code requires Local School Councils to base their evaluations on the following criteria:

- (1) student academic improvement, as defined by the school improvement plan;
- (2) student absenteeism rates at the school;
- (3) instructional leadership;
- (4) the effective implementation of programs, policies, or strategies to improve student academic achievement;
- (5) school management; and
- (6) any other factors deemed relevant by the local school council, including, without limitation, the principal's communication skills and ability to create and maintain a student-centered learning environment, to develop opportunities for professional development, and to encourage parental involvement and community partnerships to achieve school improvement.

### INSTRUCTIONS

#### Step 1

For Criteria 1 through 6, write the rating which the principal received on his or her annual LSC evaluation for each respective criterion after the first, second and third years of his or her contract (1999-2000, 2000-2001, and 2001-2002) on the lines provided. If you do not have an annual evaluation for any of the first three years of the contract, contact the Office of School and Community Relations at 553-1400. **For the fourth year (2002-2003), the LSC must decide on a rating for each criterion for the period from May 1<sup>st</sup> of the third year of the principal's contract to the date of the cumulative evaluation. After deciding the rating, write the rating on the line for 2002-2003.**

Add the four yearly ratings together, write the subtotal on the line provided, divide the subtotal by 4 to obtain a cumulative average rating for all four years, and write the criteria cumulative average rating on the line provided.

#### Step 2

Write the criteria cumulative average ratings for all six (6) criteria on the lines provided in Section II. Add the 6 criteria cumulative ratings together, and write the **4 YEAR CUMULATIVE AVERAGE RATING** average on the line provided.

Refer to the Ratings Ranges in Section III to determine whether the principal's **4 Year Cumulative Rating** indicates that he or she Exceeded Expectations, Met Expectations, or Did Not Meet Expectations during the term of his or her performance contract. Check the Appropriate Cumulative Rating.

PRINCIPAL: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

**PRINCIPAL FOUR YEAR CUMULATIVE EVALUATION**

**SECTION I**

**CRITERIA 1 - STUDENT ACADEMIC IMPROVEMENT**

**YEARLY RATINGS**

1999-2000: \_\_\_\_\_

2000-2001: \_\_\_\_\_

2001-2002: \_\_\_\_\_

2002-2003: \_\_\_\_\_

**Subtotal:** \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ = Cumulative Average for Criteria 1

**CRITERIA 2 - STUDENT ABSENTEEISM RATES**

**YEARLY RATINGS**

1999-2000: \_\_\_\_\_

2000-2001: \_\_\_\_\_

2001-2002: \_\_\_\_\_

2002-2003: \_\_\_\_\_

**Subtotal:** \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ = Cumulative Average for Criteria 2

**CRITERIA 3 - INSTRUCTIONAL LEADERSHIP**

**YEARLY RATINGS**

1999-2000: \_\_\_\_\_

2000-2001: \_\_\_\_\_

2001-2002: \_\_\_\_\_

2002-2003: \_\_\_\_\_

**Subtotal:** \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ = Cumulative Average for Criteria 3

**CRITERIA 4 - THE EFFECTIVE IMPLEMENTATION OF PROGRAMS, POLICIES, OR STRATEGIES TO IMPROVE STUDENT ACADEMIC ACHIEVEMENT**

**YEARLY RATINGS**

1999-2000: \_\_\_\_\_

2000-2001: \_\_\_\_\_

2001-2002: \_\_\_\_\_

2002-2003: \_\_\_\_\_

**Subtotal:** \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ = Cumulative Average for Criteria 4

**CRITERIA 5 - SCHOOL MANAGEMENT**

**YEARLY RATINGS**

1999-2000: \_\_\_\_\_

2000-2001: \_\_\_\_\_

2001-2002: \_\_\_\_\_

2002-2003: \_\_\_\_\_

**Subtotal:** \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ = Cumulative Average for Criteria 5

**CRITERIA 6 – OTHER:**

1. **Communication of the School Curriculum and Student Achievement.**
2. **Interpersonal Relations with Parents and Community.**
3. **Any Other Factors Deemed Relevant (Please refer to page 1, Item (6)), e.g., satisfaction of additional criteria added to Uniform Principal’s Performance Contract.**

**YEARLY RATINGS**

1999-2000: \_\_\_\_\_  
 2000-2001: \_\_\_\_\_  
 2001-2002: \_\_\_\_\_  
 2002-2003: \_\_\_\_\_

**Subtotal:** \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ = Cumulative Average for Criteria 6

**SECTION II**

Criteria 1 Subtotal: \_\_\_\_\_  
 Criteria 2 Subtotal: \_\_\_\_\_  
 Criteria 3 Subtotal: \_\_\_\_\_  
 Criteria 4 Subtotal: \_\_\_\_\_  
 Criteria 5 Subtotal: \_\_\_\_\_  
 Criteria 6 Subtotal: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_ (All 6 criteria added) = 4 YEAR CUMULATIVE AVERAGE RATING

The Cumulative Rating does not allow for an average rating to contain a decimal. If .5 or better, round up to the next number. If less than .5, round down to the next number.

**SECTION III**

\_\_\_\_\_ EXCEEDED EXPECTATIONS  
 \_\_\_\_\_ MET EXPECTATIONS  
 \_\_\_\_\_ DID NOT MEET EXPECTATIONS

<b><u>RATINGS RANGES FOR:</u></b>	<b><u>ELEMENTARY SCHOOLS</u></b>	<b><u>HIGH SCHOOLS</u></b>
EXCEEDED EXPECTATIONS:	34 – 32	36 - 34
MET EXPECTATIONS:	31 – 20	33 - 22
DID NOT MEET EXPECTATIONS:	19 – 0	21 – 0

**NOTE:** For every year that the LSC considers factors other than Communication of the School Curriculum and Student Achievement and Interpersonal Relations with Parents and Community, follow these steps: 1. Award the principal 2 points for exceeding expectations, 1 point for meeting expectations and 0 points for failing to meet expectations; 2. Increase the total points possible under the “Ratings Ranges” by 2 points for every year that the LSC considers factors other than Communication of the School Curriculum and Interpersonal Relations with Parents and Community. For example, if the LSC considers other factors for only 2 years of the principal’s contract, it should increase the total points possible under the “Ratings Ranges” by 4 points.

LSC Chair Signature:	DATE:
Principal Signature:	DATE: