Michigan law requires that local and intermediate school district boards of education ensure that a performance evaluation system is in place for teachers, as well as building- and central-office-level school administrators.

With regard to superintendent evaluation, the performance evaluation system must include the following:

**Annual Evaluation**
- Formal evaluation of the superintendent by the board of education at least annually
- Assign a rating of highly effective, effective, minimally effective or ineffective

**Student Growth**
For all superintendents, the evaluation system has to take into account multiple measures of student growth and assessment data (see sidebar for details). For superintendents who are regularly involved in instructional matters—and this includes all but the most exceptional situations—the following specific expectations must be met with regards to student growth:
- 25% of the annual evaluation shall be based on student growth and assessment data for years 2015-2016, 2016-2017 and 2017-2018 and 2018-2019
- Student growth and assessment data used for superintendent evaluation must be the combined student growth and assessment data used in teacher annual year-end evaluations for the entire district

**Other Factors**
The portion of the evaluation not based on student growth must be based primarily on the superintendent’s performance as measured by the evaluation tool. Additional factors to be included are:

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1. Measuring student growth: A guide to informed decision making, Center for Public Education
The superintendent’s effectiveness at ensuring implementation and execution of an annual evaluation system, in accordance with the law
Progress made by the school district in meeting the goals set forth in the school district’s school improvement plans
Pupil attendance in the school district
Student, parent and teacher feedback, as available
Other information considered pertinent by the board of education

Selecting a Tool
Districts must select a tool by the beginning of the 2016-2017 school year. A board of education has the following options when choosing an evaluation tool for the superintendent:

- A model that was identified by the Michigan Council on Educator Effectiveness
  - School ADVance Administrator Evaluation System
  - Reeves Evaluation Model
- An evaluation tool that is on MDE’s list (to be created some time this year)
- A local tool, such as MASB’s superintendent evaluation tool
- A modification of one of the tools mentioned above

Posting Requirements
Beginning with the 2016-2017 school year, districts must post the following information on their websites in regards to evaluation:

- The research base for the evaluation system
- The identity and qualifications of the author or authors
- Either evidence of reliability, validity and efficacy or a plan for developing that evidence
- The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators
- A description of the processes for collecting evidence, conducting evaluation conferences, developing performance ratings and developing performance improvement plans
- A description of the plan for providing evaluators with training

If a modified tool is used, districts must also post the following:

- Assurance that the modifications do not compromise the validity of that research base
- Identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation
- Assurance that the adaptations or modifications do not compromise the reliability, validity or efficacy of the evaluation tool or the evaluation process

Training
Beginning with 2016-2017, districts must ensure training is provided regarding evaluation. Training on the evaluation tool must be provided to all evaluators - which includes school board members. This training must be provided by someone who has expertise in the evaluation tool being used and may be paid for from funds available in the Educator Evaluation Reserve Fund. Training must also be provided to the superintendent regarding the measures used in the evaluation system and how each measure will be used. This training may be provided by the district or a consortium of districts.

Contingencies
- If a superintendent is rated as minimally effective or ineffective, the board of education must develop and require the superintendent to implement an improvement plan to correct the deficiencies. The improvement plan must recommend professional development opportunities and other actions designed to improve the rating of the superintendent on his/her next annual evaluation.
- If a superintendent is rated as highly effective on three consecutive annual evaluations, the board of education may choose to conduct an evaluation biennially instead of annually. However, if a superintendent is not rated as highly effective on one of these biennial evaluations, the superintendent must again be evaluated annually.

For questions about superintendent evaluation, please contact Donna Oser at 517.327.5923.