



Staff Evaluations

To: Dr. Joel Boyd, Superintendent of Schools

From: Dr. James P. Hall, Chief Operating Officer

Date: January 31, 2020

The following report is a partial response to the motion by Jackie Doherty:

[by Jackie Doherty]: Request the Superintendent provide the committee with a report on the staffing positions (and number of employees impacted) that were not evaluated or only partially evaluated during the 2018-2019 academic year and the reasons, if known, why those evaluations were not completed. The report also should include whether any positions are not scheduled to be evaluated during the current academic year, and if so, what plans are in place to remedy any challenges going forward.

The Lowell School District's 2018-2019 Educator Evaluation Performance Rating, which will show Lowell's percentage of evaluations submitted, will be accessible from the Massachusetts Department of Education in May 2020, so I am not providing a full response to this motion at this time. Enclosed is the report that is available for the 2017-2018 school year (see Exhibit A). I will continue to go through all the evaluations within our system to attempt to provide an estimate on our Performance Rating prior to that publication date in May.

One of the Administration's goals has been to take steps each month toward the goal of creating a sustainable structure where each employee will get an evaluation on a regular basis which emphasizes things they are doing well and which also encourages improvement and growth as needed. Consistent with this goal, each employee in the Office of Finance and Operations will receive a yearly evaluation. This summer, a support form was developed where employees would write down how she or he planned to support the goals established by the Administration, consistent with their job descriptions. At the end of each evaluation period, there is also a planned meeting where the supervisor and employee will go over their accomplishments, performance, and proposed changes to their job description. This system is expected to establish a framework for the advancement of evaluations within the system for non-educators.

In regard to evaluations for building services personnel, negotiations occurred with the UTL in the late summer and throughout the Fall. It was determined that building services employees were the first priority in advancing evaluations in the system. Several proposed evaluation forms were routed to the UTL for feedback. No ultimate agreement was reached as the UTL took the position that it wanted to discuss evaluations for launch for the 2020-2021 school year after further bargaining the evaluation instrument in Collective Bargaining. The Administration asserted that it had the right to evaluate all employees and immediately launch the evaluation process, but decided that it was best to start the process at the start of the 2020-2021, not only so that evaluators could be comfortable with the new system, but also so employees could get enough notice of the new evaluations. Additionally, letters of expectations have been sent building service employees by the Area Facility Manager and I have sent letters of appreciation to dozens of exceptional employees.

In regard to Administrative Assistants, preliminary discussions have occurred with SEIU in implementing an evaluation instrument. An evaluation system for Administrative Assistants is planned for launch on July 1, 2020. Several Administrative Assistants in HR and the Confidential Secretary to the Superintendent will receive evaluations this year.

In regard to Cafeteria Employees, we expect to launch an evaluation system on July 1, 2020.

Massachusetts School and District Profiles Lowell

2017-18 - Educator Evaluation Performance Rating for Lowell

During this school year, districts were required to implement educator evaluation systems aligned to the Educator Evaluation framework with all educators district-wide. Please note that some district and school data are not shown due to confidentiality reasons. In instances where a rating cell is blank or shows a dash, ESE has suppressed data due to one of the following reasons: (1) the number of staff evaluated was fewer than 6, (2) all staff evaluated in the group received the same rating, (3) all educators were evaluated and a single educator had a rating different from all other educators with the same rating in the group, (4) if the 'Administrators' or 'Teachers' row is suppressed, all group rows are suppressed with the exception of 'All Educators', or (5) if either the 'Teachers-Professional Status' or 'Teachers-Non-Professional Status' row is suppressed, both rows are suppressed.

 More information about the data

	# of Educators to be Evaluated	# Evaluated	% Evaluated	% Exemplary	% Proficient	% Needs Improvement	% Unsatisfactory
All Educators	1271	1132	89.1	17.5	80.7	1.4	0.4
Administrators	78	67	85.9	32.8	67.2	0.0	0.0
Teachers	1053	954	90.6	15.4	82.5	1.6	0.5
Teachers-Professional Status	1051	954	90.8	-	-	-	-
Teachers-Non-Professional Status	2	0	0.0	-	-	-	-