

Halifax Regional School Board Summary Report on Teacher and Principal Evaluation (2016-2017)

Purpose

To provide the Governing Board with a summary report of Teacher and Principal Evaluations for 2016-2017 in accordance with Recommendation 2.8 of the Auditor General's report dated November 2015.

Background

In November 2015, the Auditor General released a report and Chapter 2: Regional School Board Governance and Oversight included the following recommendation:

Recommendation 2.8: The Governing Boards of "...", Halifax and "... " should obtain and review information on whether Teacher and Principal evaluations are completed according to Board Policy, including summary results, and whether staff development needs are met.

The Halifax Regional School Board's response to Recommendation 2.8 reads as follows:

The Governing Board agrees to implement this recommendation. Starting in September 2016, the Governing Board will require Management to provide a summary report on the previous year's teacher and Principal evaluations.

At the regular board meeting held on June 21, 2017 the following motion was approved:

It was moved and seconded (Hansen/Rose) that following the recommendations contained in the November 2015, Auditor General report, the Superintendent provide the Governing Board with the following two reports in Fall 2017:

- *Summary Report on Teacher and Principal Evaluation for 2016-2017 – Recommendation 2.8*
- *Summary Report on Emergency Management Drill Compliance for 2016-2017 – Recommendation 3.7*

It is important to note that as part of the Auditor General's audit, checks were conducted to determine if Teacher and Principal appraisals were completed in accordance with Board policy. There was no finding that policies are not adhered to, only that a summary report should be provided to the Governing Board each year.

Content

The Halifax Regional School Board has two policies that detail how Teacher and Principal appraisals are to be completed:

- D.008 – Supervision and Appraisal for School Based Teaching Staff
- B.018 – Principal and Vice Principal Appraisal

The goal of the Teacher/Principal appraisal process is to enhance student learning through high quality teaching and leadership. The Halifax Regional School Board believes the appraisal process should align with the following:

1. Recognize excellence in teaching and leadership;
2. Promote ongoing professional growth among teachers and principals;
3. Sustain a school and board wide focus on improved student achievement;
4. Enhance instruction through a process that promotes ongoing dialogue and self-reflection;
5. Inform planning for individual, school and board-wide professional development;
6. Inform employment decisions.

In accordance with Board policies, all teachers working on a Probationary or Term contract are required to participate in the appraisal process, including evaluation, each year. All Permanent contract teachers are required to complete an evaluation at least once every three years. In the year(s) that a teacher is not scheduled to be evaluated, they must complete a Professional Growth Plan. The Principal appraisal cycle is the same.

Each year, completion of an evaluation may be deferred if the Teacher or Principal is on leave (pregnancy, sick leave, unpaid personal leave, long term disability) or in other extenuating circumstances approved by Human Resources or School Administration. If an evaluation is deferred, the Teacher or Principal evaluation is completed the following year.

Additional information regarding the appraisal process, including timelines and resources, are included in the procedures that accompany each policy.

In August of each year, Principals are informed by Human Resources which teachers are scheduled to be evaluated and which teachers are on Professional Growth. At the end of each school year, the completed documents are forwarded to the School Administration Supervisors for review and tracking. The completed document is saved in the teacher's personnel file.

Summary of 2016-2017 Teacher & Principal Evaluations

Permanent/Probationary Teachers Evaluated	1185
Permanent/Probationary Teachers on Professional Growth Only	2102
Permanent/Probationary Teacher Evaluations Deferred	98
Term Teachers Evaluated	866
Teacher Evaluations Outstanding	58
Principals Evaluated	44
Principals on Professional Growth Only	90
Principal Evaluations Deferred	Less than 10*

**Figures less than ten (10) are not reported publically as individuals could be identified.*

***Data reported as of September 7, 2017*

As part of the appraisal and professional growth process, Teachers and Principals are required to set goals annually and identify professional development needs. In setting goals, Teachers and Principals are asked to reflect on their strengths and areas for growth, consider career goals, reflect on past appraisal reports and consider the school improvement plan so their goals align with the goals to support student achievement.

Teachers and Principals are provided with on-going professional development that reflects the priorities of the Board and improved student achievement. Teacher and Principals can also apply for professional development funding provided by the Department of Education and Early Childhood Development pursuant to Article 60 of the Teacher’s Provincial Agreement. The funding can be used for courses, conferences, study leaves and school based in-service training.

As part of the NSTU Job Action that occurred from December 2016 – February 2017, Principals and teachers were instructed by the NSTU not to participate in the evaluation process during Job Action. As a result, Principals lost a significant amount of time to conduct classroom observations, meet with teachers to provide feedback, etc. Although deadlines were extended to help mitigate the impact, there is recognition that not all evaluations were completed following the normal process. For example, where three formal classroom visits are required, perhaps two were completed in some cases.

Funding Details

N/A

Timeline

N/A

Appendices

N/A

Recommendations

It is recommended the Governing Board receive this report for information.

Communications

AUDIENCE	RESPONSIBLE	TIMELINE
Governing Board	Director, Human Resource Services	September 13, 2017

Contact

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