

Frequently Asked Questions about Principal Development and Evaluation Statutory Requirements

1. Are districts required to use the state model posted on the Minnesota Department of Education (MDE) website?

No. Districts are responsible for designing evaluation models that are compliant with statutory requirements. The model posted on the MDE website is an example model that districts may use and revise in order to develop their own processes. For guidance on strengthening your own development and evaluation system, see [Section II of An Implementation Guide for Growth-Focused Evaluation of Minnesota Principals](#).

2. Is there an MDE approval process for district models? If so, what is it?

No. MDE does not have approval authority for district evaluation models. The department will not request that districts submit their models, though we are available to review models, offer feedback, and support planning.

3. Is the superintendent required to evaluate all principals in the district?

It is a district's responsibility to "implement a performance-based system for annually evaluating school principals." According to statute, a principal "shall provide administrative, supervisory, and instructional leadership services, under the supervision of the superintendent." The superintendent is responsible for ensuring that each principal is evaluated yearly and that the process includes both formative and summative evaluations.

4. What are the required assessments for measuring student academic growth for 35 percent of a principal's evaluation?

Although MCA tests and graduation rates are used for our statewide accountability measures, statute does not specify assessments to be used for longitudinal data on student academic growth. The assessments chosen should align with district and school goals and targets.

For more information on how a district might use measures of student academic growth for principal evaluation, see [Overview of Available Student Outcome Data and Recommended Uses](#), and the [Principal State Development and Evaluation Model](#).

5. Are surveys required in principals' annual evaluations? If so, what survey should be used and who should be surveyed?

Statute requires that annual evaluations "must allow surveys to help identify a principal's effectiveness, leadership skills and processes, and strengths and weaknesses in exercising leadership in pursuit of school success." Surveys are not a required component of a summative evaluation. Nevertheless, districts are advised to use surveys as one of the multiple measures in the principal growth and evaluation process.

The statute does not designate a specific survey or stakeholder groups to be surveyed. However, a survey (aligned to the state's performance measures) to be administered to teachers, along with the administration manual are now available at the [Using Stakeholder Feedback webpage](#).

6. Must assistant principals be evaluated?

Statute specifies that "school principals assigned to supervise a school building within the district" must be evaluated annually. While the intent of the principal evaluation work group was that assistant principals be evaluated with processes compliant with Minnesota Statutes, section 123B.147, the statute itself does not contain that requirement. While assistant principals should be evaluated regularly, their evaluation processes do not need to comply with statute.

7. What if a principal has other roles in the district such as assessment coordinator, or athletic director?

The evaluation process for the principal portion of the assignment must be compliant with Minnesota Statutes, section 123B.147. While performance in other roles should also be evaluated, the requirements of that evaluation process may be determined by the district.

8. How is a principal evaluated when he or she is also the district superintendent?

It is a superintendent's responsibility to evaluate principals. In the case of a dual role superintendent/principal, the school board may facilitate the formative and summative processes and complete the evaluation or designate another party to do so. The process must be compliant with Minnesota Statutes, section 123B.147.

9. Are evaluation data and results private or public data?

Under both principal and teacher evaluation laws, evaluation data including survey results are considered personnel data and are, therefore, not public. However, a school board is an employer under the law, so, if a board (or a majority of a board) wishes to see the evaluation data on one of its principals, it can do so. Such a board would need to be certain data are carefully and properly handled.

10. Does the State provide direction and resources for the principal development and evaluation?

Yes. A number of resources are available at the [Principal Development and Evaluation webpages](#).