

**WAYLAND SCHOOL COMMITTEE
SUPERINTENDENT EVALUATION SUBCOMMITTEE MEETING
Minutes**

Date and Time: Tuesday, March 18, 2014 at 9:30 a.m.
Place: Wayland Town Building, School Committee Room

Present: Malcolm Astley, Beth Butler
Dr. Paul Stein (at 10:15 a.m.)

Beth convened the meeting at 9:45 a.m.

1. Public Comment There was no public comment.

2. Approve Minutes of February 27, 2014. Upon a motion made by Malcolm, seconded by Beth, it was VOTED unanimously (2-0) to approve the minutes of February 27, as amended.

3. Follow-Up Discussion of Superintendent's Mid-Cycle Review, Including Discussion with Dr. Stein. Briefly reviewed Dr. Stein's Mid-Cycle Review presentation to the School Committee on March 10, which is a report of progress on his Goals for Evaluation. The Subcommittee expressed appreciation for the work involved in presenting the presentation, and for receiving an informative overview of progress on Dr. Stein's four goals. Dr. Stein will forward the slides to all School Committee members.

Discussed timing of Mid-Cycle Review for 2015-2016: it could be performed in late January (or early February), to allow for questions and possible adjustments going forward.

4. Further Discussion Of Update For School Committee Re: Indicators And Elements For Assessment Of Superintendent's Performance On DESE Standards. Reviewed document prepared by Dr. Stein: Superintendent's Rubric At-A-Glance (Key Elements Highlighted in Red and Listed on Following Pages), and will recommend adoption of the six Indicators & Elements by the School Committee at its next meeting. These Indicators and Elements will inform Step 2 of the process of the End-Of-Cycle Summative Evaluation, reporting on the Superintendent's performance on the Four Standards. They are:

Standard I Instructional Leadership

B. Instruction Indicator: 3. Diverse Learners' Needs

E. Data-Informed Decision-Making Indicator:
3. Improvement of Performance,
Effectiveness & Learning

Standard II Management & Operations

A. Environment Indicator 3. Student Safety,
Health & Social and Emotional Needs

- B. Human Resources Management & Development Indicator
 - 1. Recruitment & Hiring Strategies
- Standard III Family & Community Engagement
- C. Communication Indicator
 - 1. Two-Way Communication
- Standard IV Professional Culture
- E. Shared Vision Indicator
 - 1. Shared Vision Development

Looking toward the future, this process should take place in the fall, following the School Committee's approval of the Superintendent's Goals for Evaluation.

Malcolm raised a question of whether, in the future, the Mid-Cycle Review should include some attention to performance on the four Standards, notwithstanding its absence from the DESE's Massachusetts Model System for Educator Evaluation. Malcolm will contact MASC about this question as well as about methods of data collection.

5. Prepare Timeline for the Superintendent Evaluation Process.

The following timeline will be recommended to the School Committee:

March 24, 2014: School Committee vote on Indicators & Elements for assessing performance on DESE Standards


May 27, 2014: Initiation of process for End-Of-Cycle Summative Evaluation

June 9, 2014: Dr. Stein provides Superintendent's Evaluation – Supporting Evidence binders to School Committee members

June 23, 2014: School Committee completes End-of Cycle Summative Evaluation

6. Adjourn Upon a motion made by Malcolm, seconded by Beth, it was VOTED unanimously (2-0) to adjourn the meeting, which was thereupon adjourned at 11:15 a.m.

Respectfully submitted,



 Beth Butler

Malcolm Astley

Documents:

1. The Massachusetts Model System for Educator Evaluation, Part III (www.doe.mass.edu/eval/model/PartIII.pdf) and Part VI (www.doe.mass.edu/eval/model/PartVI.pdf)
2. Superintendent's Rubric At-A-Glance (Key Elements Highlighted in Red and Listed on Following Pages)
3. Minutes of February 27, 2014

Minutes Approved: April 7, 2014