

## **Minutes of the School Committee's Superintendent Evaluation Sub-Committee**

Date: Tuesday, September 25, 2012      Time: 9 a.m.      Place: Town Building

Present: Malcolm Astley and Beth Butler

The meeting commenced at 9:25 a.m.

**I. Purpose of Meeting:** Review of time frame for Superintendent Evaluation for 2012-2013 school year, discussion of tool to be used.

Reviewed and discussed Massachusetts Model System for Educator Evaluation, and in particular, Evaluation of Superintendents, and applicability to evaluation for 2012-2013, and future years. Discussion included DESE model system's time line and potential timeline for SC to consider in conducting evaluations in future.

Subcommittee will ask Dr. Stein if he is willing to have DESE Superintendent Evaluation tool used this year as a pilot.

Deadline of September 13, 2013 for submission of adaption, if any, was noted.

Also discussed potential timeline for 2013-2014 evaluation:

By July 31:      The Superintendent sets goals for WPS as well as personal goals as Superintendent;

    Meeting prior to start of school year: SC reviews, discusses and approves goals;

    Meeting in September: Vote to approve evaluation instrument for year;

    Meeting in December or January: Informal discussion with Superintendent concerning progress towards goals and other matters within scope of evaluation;

    Meeting in April: Evaluation instrument re-distributed to SC members;

    By May 30: Superintendent distributes self-assessment to SC members;

    First June meeting: Discussion of Superintendent's performance

    Second June meeting: Formal evaluation is finalized

Of DESE documents I-VIII, the most relevant are Parts III and VI

Discussed connection, if any, between teacher evaluation and superintendent evaluation processes

### **II. Next Meeting of the Superintendent Evaluation Sub-Committee**

The subcommittee will next meet on Wednesday, October 3, at 11:00 a.m. to review and discuss the DESE evaluation tool with Dr. Stein, in preparation for presentation to full School committee in future meeting.

### **III. Adjournment**

Dr. Astley made a motion to adjourn and Ms. Butler seconded. The vote was unanimous, 2-0. The meeting was adjourned at 11:13 AM.

Respectfully submitted,

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Beth Butler

List of Documents:

The Massachusetts Model System for Educator Evaluation, Jan. 2012: Part III, Guide to Rubrics and Model Rubrics for Superintendent, Administrator, and Teacher, Appendix A., Superintendent Rubric. (The complete document, consisting of Parts I-VIII, is located at [www.doe.mass.edu/eeval/model/](http://www.doe.mass.edu/eeval/model/))

Minutes approved: 1/4/13