

**WAYLAND SCHOOL COMMITTEE
SUPERINTENDENT EVALUATION SUBCOMMITTEE MEETING**

DRAFT MINUTES

Date and Time: Monday, April 7, 2014 at 11:00 a.m.

Place: Wayland Town Building, School Committee Room

Present: Beth Butler and Malcolm Astley
Dr. Paul Stein (arrived at 11:30)

Beth called the meeting to order at 11:08 a.m.

1. Public Comment There was no public comment.

2. Approval of Minutes of March 18, 2014 Upon a motion made by Malcolm, seconded by Beth, the subcommittee voted unanimously (2-0) to approve the minutes of March 18, 2014, as written..

3. Follow-up Discussion of Evidence for Superintendent's End-of-Cycle Summative Review,

The Subcommittee discussed that there was no need to review the vote taken by the School Committee on this issue, and decided instead to move on to the issues of timing for the balance of this academic year, and next year.

4. Discussion and Preparation of Timelines for the Superintendent Evaluation Process for Current Year and 2014-2015

The Subcommittee discussed the timing of this matter in conjunction with other matters, including budget preparation and review, and receipt of reports on system-wide goals, that recur in the School Committee's annual calendar. The Subcommittee also discussed the following considerations in the process of goal-setting:

- Streamlining of goals, in part because of teaching staff overload with goals;
- Being aware of the difference between identifying something as a district-wide goal, and asking administration for further serious study of an issue;
- Superintendent's role in the process.

It was decided to propose to the School Committee the following schedule for the balance of this year:

FY 14 (2013-2014)

- [March 24, 2014: School Committee vote on Indicators & Elements for assessing performance on DESE Standards]
April 28: Initial Discussion of Goals for District and for Superintendent's Evaluation for FY 15
May 12: Preliminary Discussion of Superintendent's Evaluation and Process
May 27,: Continued Discussion of Superintendent's Evaluation; Dr. Stein provides Superintendent's Evaluation – Supporting Evidence binders to School Committee members
June 9, 2014 Continued Discussion of Superintendent's Evaluation; School committee members discuss Superintendent's performance in open meeting, using End-of-Cycle form and Evidence Binder
June 23, 2014: School Committee reviews Chair's summary of members' assessments and comments from June 9 meeting, and completes and votes on End-of Cycle Summative Evaluation

FY 15 (2014-2015)

5. Adjourn Upon the motion of Malcolm, seconded by Beth, it was VOTED unanimously to adjourn. The meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Beth Butler

Malcolm Astley

Documents:

- 1 Draft Minutes of March 18, 2014 meeting of Superintendent Evaluation Subcommittee
2. 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)
3. Superintendent's Rubric At-A-Glance (Key Elements Highlighted in Red and Listed on Following Pages)
4. 2014-2015 Proposed Time Line for Superintendent Evaluation

