

**WAYLAND SCHOOL COMMITTEE
SUPERINTENDENT SUBCOMMITTEE MEETING**

MINUTES

Date and Time: Thursday, February 27, 2014 at 10:30 a.m.
Place: Wayland Town Building

Present: Beth Butler, Malcolm Astley,
Also present: Paul Stein (arrived at about 11:10 a.m.)

Beth called the meeting to order at 10:45 a.m.

1. Public Comment There was no public comment.

2. Approve Minutes of February 13, 2014

Upon a motion made by Malcolm, seconded by Beth, it was VOTED unanimously (2-0) to approve the minutes of February 13, 2013, as written.

3. Follow-up Discussion Re: Evidence/Assessments To Be Used In The Evaluation Of The Superintendent In Connection With The Superintendent's Four Goals Approved By The SC

The subcommittee reviewed Part III and Part VI of the Massachusetts Model System for Educator Evaluation, including a review of End of Cycle and Summative Evaluation and Report: It was noted that while the mid-cycle review focuses on progress on the Superintendent's Goals for Evaluation, the End of Cycle evaluation also includes an assessment of the Superintendent's performance on the four Standards. The Subcommittee discussed the role of DESE Standards, "Elements and Evidence" in the evaluation process.

The subcommittee, with the input from Dr. Stein, selected the following to recommend to the School Committee as the six elements to be considered for the End-of-Cycle Performance Rating (Appendix B, pp B2-B8), in addition to the Assessment of Progress Toward Goals:

- | | |
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| <u>Standard I</u> | <u>Instructional Leadership</u>
B. Instruction Indicator: 3. Diverse Learners' Needs
E. Data-Informed Decision-Making Indicator: 3. Improvement of Performance, Effectiveness & Learning |
| <u>Standard II</u> | <u>Management & Operations</u>
A. Environment Indicator 3. Student Safety, Health & Social and Emotional Needs |

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

Collection of evidence was discussed as well.

4. Follow-Up Discussion re Draft Timeline for the Superintendent Evaluation Process¹

The subcommittee discussed the timing and nature of mid-cycle review, based upon the DESE implementation guide and past practice. As discussed by the SC at its last meeting, the mid-cycle review take place at the SC meeting on March 10, at which time the Superintendent will report on progress on the Superintendent's Evaluation goals. Dr. Stein reported that there will be presentations at upcoming school committee meetings which also have ties to his evaluation goals and the Standards: MCAS (4/28), RTI (5/12), Educator Evaluation and Technology (5/27) and Health (6/9).

The subcommittee recommended that the initiation of the final evaluation commence on May 27 and that it be finalized by the last meeting in June, following receipt of all the ACE reports.

¹ From 2-13 minutes: The subcommittee discussed and recommends the following timeline for School Committee meetings and the Superintendent evaluation process:

Feb 24: Further discussion of benchmarks and evidence; Standards and Elements; vote on same

March 10: 20 minutes for Paul to discuss where the process is on the four goals (mid-cycle review).

May 27: Initiate discussion re final evaluation

June 9: Finalize evaluation

Action item: Using the 2013-2014 SC calendar, Beth will create a chart for evaluation timeline.

5. 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 12:10 p.m.

Respectfully submitted,

Beth Butler

Beth Butler

Malcolm Astley

Documents:

1. The Massachusetts Model System for Educator Evaluation, Part II (www.doe.mass.edu/eval/model/PartIII.pdf) and Part VI (www.doe.mass.edu/eval/model/ParVII.pdf)
2. Superintendent's Goals for Evaluation 2013-2014
3. Minutes of February 13, 2014

Approved as amended: March 18, 2014