

**EVALUATION SUBCOMMITTEE MEETING MINUTES**

**February 13, 2017**

**4:30 p.m.**

**Kuss Middle School  
52 Globe Mills Avenue  
Fall River, MA 02724**

A roll call at 4:38 p.m. showed:

Mr. Andrade: Present                      Mr. Martins: Present  
Mr. Costa: Present

Also present was Superintendent Malone.

After roll call, Mr. Andrade read the Open Meeting Law. A salute to the flag followed.

1. **Discussion:** Superintendent's Evaluation, Goals, and Timeline

Mr. Andrade announced that Superintendent Malone recommended that they hold an Evaluation Subcommittee meeting because DESE expects that they have an evaluation of the Superintendent every year. They were planning on doing this last year but there were a few missteps and the Superintendent at the time decided to take a position elsewhere so it didn't make sense to go through an evaluation then. They had evaluated her the previous year and that was the first time they used the DESE format. With the previous two evaluation cycles, the process began with the Superintendent meeting with the full School Committee to go over exactly what items she felt she should be evaluated on in addition to what they had on the form. They did the formative evaluation at the half-year mark and then, in the summer, they used the DESE evaluation to rate her on those specific items that they agreed on at the half year. Mr. Andrade asked Superintendent Malone for his input in terms of goals that they had discussed over the summer and a timeline that he felt would be better for him.

Mr. Martins asked if he could have a copy of the goals. Superintendent Malone said that he only brought one copy with him but said that he would send him a copy.

Superintendent Malone started out by saying that the School Committee established six strategic goals that he has been working on as though he would be held accountable to them. In terms of the six goals, what he plans to do between now and the end of the year is to write up some sort of a progress report on where they moved the needle and where they didn't. For example, in looking at the pathway for students like alternative ed and career voch tech, one area where he hasn't done anything yet is GATE. He doesn't know how far he will be able to move the needle on that this year. If he can get to 80% on each of the big goals, he's happy. He mentioned that the evaluation tool was new to him. During his last superintendence, they were just starting to use this tool. He has reviewed the tool and it looks the same as any of the others. He hopes that they can use this tool to come up with a rating at the end.

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Mr. Andrade believed that, in terms of goals that the Superintendent had made for herself and was agreed upon by the School Committee, there weren't as many as six goals. He thought that there might have only been one or two goals. He said that Superintendent Malone did not necessarily have to be evaluated on all six goals. Superintendent Malone said that these were all the district improvement goals and they were moving the needle on a lot of them.

Mr. Martins said that he had a different opinion. He believed that with the former Superintendent they only focused on one goal which was student growth. He stated that the measure was not there. With Superintendent Malone, he would like to see where they have gone with the goals. He doesn't expect to see implementation on all six areas but he would like to see progress.

Mr. Andrade said, in terms of evaluation purposes, his recollection was that they did not have to formally evaluate Superintendent Malone on all six goals. Superintendent Malone reiterated that he was fine with being evaluated on all six goals because they are moving the needle. The Professional Practice goal is the one that he would set for himself for his own growth as a leader. This is where he wants to focus on improving communication between him and School Committee members. That is one that he wants to be held accountable for.

Mr. Costa said that if they follow the cycle that is set by DESE, the first step is the Self-Assessment which would have been Superintendent Malone's entry plan into the district. The next step was to analyze a goal setting and the Superintendent's plan. They did that during the summertime when they met together for a workshop and set out the goals. The third step would be Implementation and the Collection of Evidence. This is an ongoing process. What he is a little concerned with is that they are a little bit behind on the mid-cycle goals and review meeting. They can still conduct one of those meetings and Superintendent Malone can give an update on where he is with the goals that he has set jointly with the School Committee over the summer. Lastly, is the End of Cycle or Summative Evaluation and Report. This is something that they can do over the summer. He said that he thinks this is a good timeline to be on. They're slightly behind with the mid-cycle review but they can easily catch up. The End of the Year Summative Evaluation, they could rate Superintendent Malone on whether he decides on a few or all of the goals and then have him start the process new this summer with his self-assessment and what he wants to accomplish with them and maybe have another joint goal setting meeting between the School Committee and himself. Then they can schedule something in December or January as a mid-cycle review.

Mr. Andrade agreed that he doesn't think that they are too far off schedule. He said that after the former Superintendent spoke to them at the mid-year, there was a lot of dead time between when she made the presentation to the School Committee and the time that they actually had to fill out the evaluation forms. They may want to get a tentative date as far as when they should have this done. With the previous Superintendent, she did have some concerns about dates indicating that maybe if they did it too early then she might not have had a chance to complete some of the items. However, if they did it too late, then it put her on a late cycle for the next evaluation.

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Superintendent Malone suggested that he could give the School Committee an update sometime after the March 13 School Committee meeting because he is focusing on the budget right now. He is planning on doing his entry plan report at the March School Committee meeting.

Mr. Costa said that they can talk with the Mayor about holding a special meeting to discuss the mid-cycle review sometime in March. Superintendent Malone said that they are also trying to set up a special meeting workshop on the student discipline law in March. If they could schedule both meetings in March, that would be great. He figures they could do the evaluation by the end of July. Mr. Costa said that it gives them plenty of time to set up a workshop in August between the School Committee and the Superintendent and have the goal setting meeting in September for the new school year. They had decided to do this on a school year cycle so that they could evaluate progress throughout the school year. Mr. Costa summed up the timeline by stating that, by the end of June, they will do the summative assessment. In August, they'll do the joint School Committee and Superintendent goals setting and self-assessment. In September, they would add the announcement of the goals as an agenda item on the School Committee meeting agenda for the Superintendent to update the School Committee on what the goals will be for the upcoming academic year. Then they will do a mid-cycle review sometime in December.

**MOTION: Mr. Martins-Mr. Costa: To adjourn.**

No discussion

**All were in favor**

**None were opposed**

**Motion passed (4:54 p.m.)**

Respectfully submitted,



Administrative Assistant

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Please note: A videotape/DVD of this meeting is on file in the School Committee Office and is available for review by contacting the Administrative Assistant for the School Committee Services