

EVALUATION SUBCOMMITTEE MEETING MINUTES

May 8, 2017

5:00 p.m.

**Morton Middle School
1135 North Main Street
Fall River, MA 02720**

A roll call at 5:04 p.m. showed:

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

Also present was Superintendent Malone.

Mr. Andrade read the Open Meeting Law. A salute to the flag followed.

1. **Discussion:** Superintendent's Mid-Cycle Review

MOTION: Mr. Costa-Mr. Martins: To refer the Superintendent's Summarative Evaluation Report to the full School Committee.

Discussion:

Mr. Andrade stated that they were there to discuss the Superintendent's mid-cycle review. According to the format of the evaluation, the Superintendent can set goals which he can be evaluated on. On the Superintendent's evaluation tool, they talk about three main areas that the goals can be a part of: (1) professional practice, (2) student learning, and (3) district improvement. There is also an opportunity for the Superintendent and the Committee to list other goals. They used the former Superintendent's contract as an example. He clarified that the goals needed to be SMART goals. Mr. Costa explained that SMART stood for specific, measurable, attainable, realistic, and time-bound.

Superintendent Malone prepared a packet for each subcommittee member that contained the evaluation tool. He included the professional practice goal that he stated at the last meeting. He said that the student learning goal would be N/A in Year 1 but he included the district improvement goals. The rest of the document articulates what the Committee holds the Superintendent accountable for. He also attached the self-evaluation that was updated on May 8. Any documents beyond what he had given out this year will be made available in the Superintendent's Office for School Committee members to review. He also attached a sample school feedback instructional visit write up that he does when he visits schools. He used the Watson School as an example because the state required that he provide feedback on the Level 4

plan. He also attached his attendance and a sample weekly calendar to get a sense of what his days look like.

Mr. Martins said that they need to determine a timeframe in which the evaluation report needs to be completed. Mr. Andrade said that Mr. Costa had come up with a timeline at the last meeting but he couldn't remember the dates. Mr. Martins added that they would need to determine who would take each individual Committee members' report and develop a composite report. Mr. Andrade stated that he did the composite report last year and, if the Committee wanted him to, he would do it again this year.

Mr. Costa said that the first order of business would be to refer the Superintendent's evaluation to the full Committee for discussion. Then the Committee will have an opportunity to determine timeframe from when the completed evaluation should be returned to Mr. Andrade, legal counsel, the chair, or the vice chair for a composite report. He asked if this could be put on the May 23 special meeting agenda. He hoped that the full Committee would be able to do the evaluation and have it completed by June or July at the latest. Then the Superintendent has the choice to make about the discussion of his evaluation. He understands that, in the past, this has been done public. Mr. Martins said that it had to be done in public. Mr. Costa understood that but he said that, if there were any issues that needed to be addressed as a part of the evaluation process, the Superintendent had the right to initially have it done in executive session. Ultimately, it will need to be done in open session and then it becomes a public document.

Superintendent Malone suggested a due date in mid-July. Mr. Costa said that they had originally discussed evaluating the Superintendent on a school calendar year so that, by August, he would have the opportunity to present to the Committee some shared goals which would go into effect and begin the evaluation process in September. They would then do a mid-year review sometime after winter break in January. Then they would do their end-of-year review around this time next year. Mr. Andrade said that that was the timeline that was used for the previous Superintendent. Mr. Costa said that they want to give the Superintendent time to come up with goals for himself in August. He suggested that an agenda item for the September meeting could be the discussion of the Superintendent's goals and the School Committee may have goals of their own. Superintendent Malone suggested another joint session where they can discuss the Superintendent's and School Committee's shared goals. Mr. Costa asked, through Mr. Andrade, if Ms. Casey could work with the Mayor to get this item on the May 23 agenda so that members can get this in advance of the 23rd, review it, then they can have discussions about the completed evaluation and set up a timeline for open discussion on the results of the evaluation. Mr. Andrade was in agreement.

Mr. Martins asked if the six steps they previously approved was on Page 4. Superintendent Malone said that he added the 1st goal, his professional growth goal to improve communication

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between the Superintendent's Office and the School Committee. He pointed out where the other goals were on the handout.

All were in favor None were opposed Motion passed

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

No discussion

All were in favor None were opposed Motion passed (5:19 p.m.)

Respectfully submitted,



Administrative Assistant

Documents Referred to:

- Progress Made: Self-Evaluation – School Year 2016-2017 School Committee/Superintendent's Goals
- End-of-Cycle Summative Evaluation Report: Superintendent
- District-Level Review of Watson Elementary School
- Superintendent's Attendance History: 7/1/2016-5/8/2017
- Superintendent's Sample Weekly Calendar: Week of May 1, 2017

ADA Coordinator: Gary P. Howayeck, Esq. - 508.324.2650

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