

MINUTES OF 2013 10_4

WAYLAND PUBLIC SCHOOLS

SUPERINTENDENT SUBCOMMITTEE MEETING

Friday, October 4, 2013, at 9 a.m.

Present: Malcolm Astley
Beth Butler
Also present (at 10:00 a.m.) Dr. Paul Stein

The meeting commenced at 9:09 a.m.

1. **Public Comment:** There was no public comment
2. **Approve Minutes of September 30, 2013:** Upon a motion made by Malcolm, seconded by Beth, the minutes of September 30 were VOTED approved, as amended, by a unanimous vote, 2-0.

3. Plan the Integration of System Goals, Superintendent Goals, And School Committee Goals:

The Committee reviewed the five steps of the evaluation cycle as formulated by DESE:

Step 1: Superintendent's Self-Assessment

Step 2: Analysis, Goal Setting & Superintendent's Plan Development Meeting

Step 3: Plan Implementation and Collection of Evidence

Step 4: Mid-Cycle Goals Review Meeting

Step 5: End-of-Cycle and Summative Evaluation and Report

It was noted that Dr. Stein provided a self-assessment on May 1, 2013.

Dr. Stein said that he starts working with faculty and staff in May and June to set system-wide goals for the coming year. From a timing perspective, and looking ahead to 2014-2015, the School Committee input, if any, should be discussed by the committee by the end of February 2014, and discussed with the Superintendent in the early Spring.

4. Brainstorm for SC Consideration the Assessments To Be Used In Superintendent Evaluation:

The subcommittee considered the various evidence types noted by the DESE in its materials: e.g. school improvement plans, meeting agendas and minutes, reports and presentations, correspondence, test scores, including MCAS. The subcommittee recommends that the evidence to be used have an emphasis on student learning. The possibility of interviews was discussed, with questions raised concerning who would be interviewed, and by whom.

Malcolm said that the identification of types of evidence to be used related to Steps 1, 2 and 3 of the evaluation cycle, should be known and agreed upon, for the next cycle (2014-2015) by September, 2014.

5. Discuss and Prepare Draft Timeline With Agenda Topics For FY13

Evaluation:

Once Dr. Stein presents his goals to the School Committee, the committee will discuss the subcommittee's recommendations concerning types of evidence and the timeline for proceeding with the evaluation, with the mid-year review performed after the budget is presented to the Finance Committee, and the final evaluation to be done in May.

6. Meet with Superintendent Paul Stein to Discuss Above Topics:

The subcommittee and Superintendent discussed goal-setting, evidence, time-lines, and district-determined measures.

7. Adjourn: Upon a motion made by Beth, seconded by Malcolm, it was VOTED by a unanimous vote, 2-0, to adjourn, and the meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Malcolm Astley

Beth Butler

Document:

Draft minutes of September 30, 2013

Minutes Approved: November 8, 2013