

**NORTH READING PUBLIC SCHOOLS**  
North Reading, Massachusetts

**Regular Meeting of the School Committee**

*Open Session/Workshop*

Date: January 25, 2016

Time: 4:03 PM

Place: Superintendent's Conference Room

***School Committee Members Present***

Janene Imbriano

Julie Koepke

Mel Webster

Gerald Venezia

Clifford Bowers (arrived at 4:55 p.m.)

***Staff Members Present***

Jon Bernard, Superintendent

***Others Present***

Michael Gilbert, Massachusetts Association  
of School Committees

**I. Call to Order:**

School Committee Chair, Janene Imbriano called the meeting to order at 4:03 PM.

**II. Superintendent's Evaluation Cycle and Goal Setting Workshop**

Ms. Koepke reviewed the intended purpose of the meeting, which stemmed from her attendance at the Massachusetts Association of School Committees fall conference. The goal of the meeting was noted to be an informational session to better inform the School Committee and the Superintendent on the Superintendent's goals setting and the School Committee's evaluation of the Superintendent.

Mr. Gilbert reviewed the obligatory requirements of the Superintendent's Educator Plan (Student Learning Goal, Professional Practice Goal, and two-to four District Improvement Goals). Mr. Gilbert referenced the value of the Superintendent's Entry Plan. He also referenced the value of the Evaluation document and its relevance to the development of the Superintendent's goals for the subsequent year.

Mr. Gilbert suggested the evaluation cycle coincide with the election of School Committee members (May). The current cycle would run from January 2016 through April of 2017. Mr. Gilbert referenced that the Superintendent could and should alert DESE of the change in cycle.

Mr. Gilbert talked about the evidence that the School Committee may want to review in order to measure the Superintendent's success toward meeting the established goals. The cycle would consist of a review of the evidence throughout the cycle. A mid-cycle "check-in" would occur in the mid-point of the evaluation cycle. This is a good opportunity to alert the community to the progress of the Superintendent toward meeting his goals.

Ms. Koepke asked that if presentations are made at School Committee meetings could they be used as reference points; the answer was affirmative.

Mr. Gilbert noted that the Superintendent's "Rubric-at-a-Glance" be used as a resource to reflect the identification of goals.

Mr. Gilbert suggested that the Evaluation Subcommittee has a strong responsibility to prepare a document that is detailed and constructive.

There was discussion around surveys and their potential value for gathering evidence to be used to contribute to the evaluation of the Superintendent. Mr. Gilbert expressed caution with undertaking a "360 degree" survey. Mr. Bernard suggested the possibility of utilizing a self-administered survey as part of his evidence gathering.

Mr. Gilbert offered some guidance on the School Committee's self-evaluation and this consisted of the deliberative process, particularly if there are significant discrepancies in understanding or opinion as it relates to a particular category.

There was discussion on the draft goals proposed by the Superintendent for 2015-2016. It was recommended that the Superintendent address more explicitly the "outcomes" for each goal (following the SMART goal development).

Strategic planning was also discussed following a format of "What is the outcome we hope to get and when do we expect to get it?"

### **III. Adjournment:**

At 5:40 p.m., the Committee voted on a motion by Ms. Koepke and seconded by Ms. Imbriano to adjourn. Motion passed 5-0.