

**GROTON BOARD OF EDUCATION
SPECIAL MEETING MINUTES
AD HOC SUPERINTENDENT'S 360° EVALUATION COMMITTEE
MONDAY, NOVEMBER 9, 2015
5:00 P.M.
CATHERINE KOLNASKI MAGNET SCHOOL
CONFERENCE ROOM**

Members Present: Andrea Ackerman, Katrina Fitzgerald, Mary Kelly

Members Absent: Kim Watson, Mike Graner

The meeting was called to order by Mary Kelly at 5:00 p.m.

The committee discussed a proposed 360° evaluation document (see attached).

Suggested future meeting dates of the committee are November 19 and/or November 23, 2015.

The meeting adjourned at 6:00 p.m.

Town of Groton Board of Education - Version 1 - 11/9/2015

Superintendent 360° Evaluation

Instructions: This process is very important to us and the success of the entire evaluation process is dependent upon you. In advance, the Board would like to thank you for your cooperation.

- ✓ All questions will be answered with the criteria below with the exception of the last question
 - 5 - Outstanding Skill
 - 4 - A Strength
 - 3 - Not a Strength
 - 1 - Least Skilled
 - n/a
 - Comments
- ✓ Your selection of "1" must be accompanied by an explanation and examples. If you choose not to add a comment, your evaluation for that category will not be calculated in the statistics
- ✓ You have been randomly selected to participate in this evaluation process (Exception all principals will be included). Your evaluation is very important to the Board of Education and will be confidential and respect.
- ✓ The reason for "n/a" is that not all questions are applicable to your occupation in the school system.

Evaluation

Please evaluate how superintendent implements the curriculum in the schools.

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Please evaluate how the superintendent inspires others to high professional standards.

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Please evaluate how the superintendent assists schools in evaluating their current operations and professional development needs.

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Please evaluate how the superintendent provides a climate for your individual professional development and oversees planning and evaluation of a staff development program.

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Please evaluate how the superintendent ensures that teachers are involved in decision making.

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Please evaluate how the superintendent plans and implements a personnel evaluation system that identifies the strength and weakness of the employees in the system.

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Please evaluate how the superintendent communicates vision/mission to personnel.

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Please evaluate how the superintendent treats all personnel fairly without favoritism or discrimination while insisting on performance of duties.

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Please evaluate how the superintendent exhibits respect for others in his/her daily interactions.

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Please evaluate how the superintendent assesses performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Does the superintendent maintain open communication.

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Please evaluate how the superintendent makes recommendations for employment, discipline or promotion of personnel in writing with supporting data; accepts responsibility for recommendations.

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Is the superintendent an active listener?

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Please evaluate how the superintendent delegates authority to subordinates where appropriate.

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Please evaluate how the superintendent serves as a role model.

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Does the superintendent motivate and inspire?

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Does the superintendent act as liaison between the school board and school personnel?

- 5 - Outstanding Skill
- 4 - A Strength
- 3 - Not a Strength
- 1 - Least Skilled
- n/a
- Comments

Please specify your role.

- Principal
- Teacher
- Non-teaching employee
- Central office employee