

# GROTON BOARD OF EDUCATION SPECIAL MEETING MINUTES

AD HOC SUPERINTENDENT'S 360° EVALUATION COMMITTEE  
MONDAY, NOVEMBER 23, 2015  
5:00 P.M.  
TOWN HALL ANNEX, CR 1

**Members Present:** Mary Kelly, Andrea Ackerman, Kim Shepardson Watson

**Members Absent:** Katrina Fitzgerald, Dr. Graner

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

1. Discussion and possible action regarding proposed 360° evaluation for the Superintendent of Schools – the committee reviewed, wordsmithed, and refined the questions that were developed for the evaluation document. A discussion ensued on how to get the sample of people in the district. Based on other districts, 20% of the total staff were randomly assigned numbers one through five and every fifth person was given the survey. Since the district has a contract with SurveyMonkey, the evaluation document should go through them to ensure that the Board gets data and not personal feedback. The next step is to finalize the document, find out who in the district can give the randomized group, and then implement it.

The meeting adjourned at 5:55 p.m.

# Town of Groton Board of Education - Version 3 - 11/23/2015

## Superintendent 360° Evaluation

In order to provide the Board with a comprehensive view of the superintendents performance, a 360 evaluation polls the entire system to give voice to all members under his purview.

You have been randomly selected to participate in the superintendent's evaluation process. This process is very important to Board of Education and the success of the entire evaluation process is dependent upon your responses. In advance, the Board would like to thank you for your cooperation.

### Instructions:

- ✓ All questions will be answered with the criteria below with the exception of the last question
  - 4 - Outstanding Skill
  - 3 - A Strength
  - 2 - Not a Strength
  - 1 - Least Skilled
  - n/a
  - Comments
- ✓ While you may comment on any of your responses, 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
- ✓ The reason for "n/a" is that not all questions are applicable to your occupation in the school system.

## Evaluation

### **1. Please evaluate how superintendent implements the curriculum in the schools.**

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

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

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

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

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

**4. Please evaluate how the superintendent oversees a personnel evaluation system that identifies the strength and weakness of the employees in the system.**

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

**5. Please evaluate how the superintendent communicates the District's vision/mission to personnel.**

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

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

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

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

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

**8. Please evaluate how the superintendent maintains open communication.**

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

**9. Please evaluate how the superintendent is an active listener?**

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

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

- 4 - Outstanding Skill
- 3 - A Strength
- 2 - Not a Strength
- 1 - Least Skilled

- n/a
- Comments

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

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

**12. Please evaluate how the superintendent serves as a role model**

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

**13. Please evaluate how the superintendent motivates and inspires to high professional standards.**

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

**14. Please evaluate how the superintendent acts as liaison between the school board and school personnel?**

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

**15. Please specify your role.**

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

**16. Now that you have completed this survey, to what degree do you feel you have participated in the superintendent's evaluation.**

- 4 - actively participated
- 3 - somewhat participated
- 2 - participated
- 1 - not at all

**NOTE: Please provide any questions/topics that you want the Board to consider including in Next Year's**