

**BERLIN-BOYLSTON REGIONAL SCHOOL COMMITTEE  
SUPERINTENDENT EVALUATION SUBCOMMITTEE MINUTES**



Berlin-Boylston Regional School District  
215 Main Street, Boylston, MA  
November 3, 2023, 12pm  
Conference Room, Tahanto

Present: Lori-Anne Hart, Jessica Degliaberti

(minutes taken by Mrs. Hart, Subcommittee Chair)

Items highlighted in yellow are action items

I. Call to Order : Mrs. Hart called the meeting to order at 12:12pm

II. School Committee Self Evaluation

- The anonymously completed self evaluation model & answers from 2021 was reviewed
  - There is no question asked, instead a heading is given out (ex. Operations: Protocols or Meetings: Efficiency) followed by 4 choices from Developed and Sustainable to Under Developed. These answers are a paragraph-long explanations and explain what the heading means in greater detail.
  - Commenting is optional but very helpful for defining strengths, weaknesses, and how those might turn into goals.
  - History: The first School Committee Self Evaluation done by the BBRSD Committee was done in May of 2020 using a Survey Monkey link from the MASC, who generated the questions. Dr. Susan Henry and Mrs. Hart, Evaluation Subcommittee members in 2020, took feedback from the committee post-evaluation and modified the survey monkey to fit the BBRSD needs for the 2021 survey. The survey reviewed at this meeting was the amended version.
  - Mrs. Degliaberti asked about a year-long agenda—do we have one? Could we create a folder with calendars in it for easy access in the drive?
  - The Committee has had goals in the past but we have not done them for 2 years due to the abundance of work (changing Administrative Team in 21-22, Election & Budget 22-23).
  - Community Relations goal reviewed
  - Mrs. Hart will put 2020-21 Self Evaluation Report in Drive as a public document for review in relation to this discussion
  - Policy review is discussed in relation to a Self Evaluation question. Does a current policy review calendar exist?
  - Option of adding in N/A was discussed but we ultimately determined it was not a helpful addition.
  - Conflict of Interest training must be completed every two years.
  - Suggestion for Agendas in the future per Self Evaluation model: MASC &

#### Legislation updates

- Categories for Evaluation: Operations, Meetings, Goal Setting, Budget, Policy, Personnel, Law & Ethics, Community Engagement
- Chair will ask Dorothy Presser, BBRSD's MASC representative, for the original Survey Monkey (2020) to cross-compare to the 2021 version.
- A community survey was discussed; if done a November-December timeline would be appropriate for that timeline
- Mrs. Degliaberti suggested we make the committee aware of what we will be rating ourselves on at the end of the school year so that if we see deficits now, we can work on them.

### III. Superintendent Evaluation

- Timeline briefly reviewed
- Goals were not voted on (miscommunication) despite being agreed upon by BBRSD committee during the last meeting.
- Per a prior suggestion of Mrs. Degliaberti, Superintendent Costello has created a folder for each goal in the School Committee Drive and will add supporting documents and updates in each one.
- Per Timeline, in December "The Chair or evaluation subcommittee provides each member of the committee with an updated hard copy of this document (superintendent evaluation model) for easy reference." Rubric will also be presented

### IV. Future Agenda Items:

- Compare 2020 and 2021 Self Evaluation Models
- Superintendent Evaluation Model and Rubric
- Student Success Subcommittee suggested to review the handbooks

### V. Meeting Adjourned at 1pm