

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



Berlin-Boylston Regional School District
215 Main Street, Boylston, MA
Friday, October 6, 2023

In Attendance: Chair Lori-Anne Hart, Jessica Degliaberti, Meagan Grill

Yellow: Attn Superintendent ; **Orange:** Attn BBRSD School Committee ; **Blue:** Action Item

- I. Called To Order at 9:15 AM
- II. Discussion of MASC’s “Evaluating the Superintendent” Guide
 - Reviewed Evaluation Process
 1. Shared Mrs. Grill’s 2021-22 Report
 2. Discussed Guide created by Dr. Henry & compared to MASC Evaluation Process Guide, focusing on format and S.M.A.R.T Goals
 3. Explanation of yearlong gap of subcommittee meetings
 4. Request by Committee for Ms. Costello: when writing mid-year & year end updates, please address how Indicators within the Standards have been met
 - Self-Assessment Discussion
 1. Given how many projects the School Committee is undertaking as well as late date, specific goals will not be created for the 2023-24 school year.
 2. Alternative: create end of year evaluation unrelated to goals
 3. Reviewed past practice
 4. Possible Alternatives: End of Year Reflection, Pared down MASC Survey Monkey, Create new Survey Monkey
 5. Decision: Self-Evaluation will be topic for next subcommittee meeting
- III. Last Evaluation Cycle
 - Evaluation Sample & Rubric
 1. Meanings & process
 2. Chair will update Evaluation to Reflect new goals
 - Mrs. Grill noted the need to update to Ms. Costello’s contract
 - Mrs. Degliaberti noted the need to update Policy CBC, which currently states Superintendent will be evaluated by 3 committees rather than Regional Committee & requested MASC Guide be added as a Tool to the current Evaluation Notebook.
 3. Reviewed 2021-22 Final Report of Superintendent Evaluation for Superintendent Zanghi
 - Related it to blank Evaluation Form
 - Discussed importance of “Proficient” rating
 - Comments are optional for all but Step 4 if rated “Met” but are highly encouraged for all sections

- Mrs. Grill explained Proficient/Met (per guidance of former chair of Superintendent Evaluation Committee, Dr. Susan Henry), stating Proficient is expected unless there are extremes because rating is directly related to contractual pay raises.
- Reviewed how Overall Rating is determined
- Proof supporting rating must be specific to goal; MASC rubric specific to goal keeps objective consistency across the state
- Subcommittee needs to encourage note-taking when Superintendent presents for ease of report writing in May & remind committee the the evaluation is based solely on GOALS
- Mrs. Deglialberti suggested file folders for each standard for Ms. Costello to add to as she acquires proof of actions; also suggested final comments on Step 4 by School Committee members be goal-specific (numbered if possible)

IV. Committee Member Preparation

- Governance Meeting Request to Ms. Dorothy Presser, our MASC delegate
 1. Could use “As Needed” January 23rd Meeting Date
 2. Would invite Ms. Costello to attend
 3. Would be helpful for all to have meeting prior to February, when Ms. Costello shares her mid-year update (belated due to late start of subcommittee)
- Review of 2023-24 Draft Timeline
 1. Deleted Self-Evaluation steps *for now*
 2. Will add MASC Evaluation Guide to the Drive as an FYI for all members
 3. Realization that full committee did not vote on Superintendent Goals at last meeting
 - S.M.A.R.T. Goals Tool should be considered before vote on Tuesday, October 10, 2023
 - Subcommittee reviewed goals & determined they were aligned & measurable; very well done
 - Mrs. Grill noted Mrs. Lee’s request at the last Committee meeting for Ms. Costello to add an athletic event to Goal #2

V. Moving Forward

- Chair will write summation of subcommittee’s decisions
- Mrs. Deglialberti suggests adding formative & summative definitions for clarification to committee members
- Discussed May timeline, procedure, process, & legalities
- Chair reviewed action items decided upon by subcommittee
 - Timeline amended and updated/accepted
 - Job description update, both policy and contractual
 - Chair will compare MASC evaluation to BBRSD evaluation notebook
 - Chair will advise Ms. Costello she add directly to files or give to Chair
 - Check with Committee Chair/MASC delegate Dorothy Presser about training workshops, procedures, OML laws on distribution
 - Ask Carol if she can present her mid-year goal update at February 23rd

School Committee meeting

- Items to place in drive for Tuesday meeting
- Next Meeting: November 2, 2023; create School Committee self evaluation

VI. Adjourn: 10:48am