

**JOINT SCHOOL COMMITTEE MEETING
OLD ROCHESTER REGIONAL DISTRICT SCHOOL COMMITTEE
MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION #55
Superintendent's Goals Subcommittee
September 18, 2025 – 4:30 p.m.
MEETING HELD IN HYBRID FORMAT
Superintendent's Conference Room
135 Marion Road
Mattapoisett, MA 02739**

School Committee Members Present: Michelle Smith (remote), Marion School Committee, Nichole Daniel (remote), Marion School Committee, Kate Duggan (in-person), Rochester School Committee, Anne Fernandes (remote), Rochester School Committee, James Muse (in-person), ORR School Committee and Matthew Monteiro (in-person), ORR School Committee.

School Committee Members Absent: Carly Lavin

Other Staff Members Present: Michael S. Nelson (in-person), Superintendent of Schools; Melissa Wilcox (in-person), Executive Assistant to the Superintendent.

Meeting was called to order at 4:33 p.m. by Kate Duggan.

I. Approval of Minutes –June 9, 2025 Minutes

Superintendent Nelson explained there are no minutes to approve, this was a mistake on the agenda. The last meeting was May 1, 2025 and those minutes were approved by the Joint School Committee on June 12, 2025.

II. General

- a. Discussion of End of Cycle Summative Evaluation process for the Superintendent
- b. Review Presentation and Evidence Submission Format
- c. Review Superintendent's Evaluation Form
- d. Review Evaluation Timeline

Superintendent Nelson explained that this school year is year two of his 2024-2026 evaluation period. The goals, standards and indicators were agreed upon by the Joint School Committee at the start of this goal cycle. He reviewed that according to the previously agreed upon timeline by the Joint School Committee, this fall an overview presentation will be shared for year two plans and in the spring, the school committee members will receive evaluation materials to begin their summative evaluation of the Superintendent for this goal cycle. He shared the goals presentation and goals evidence documentation from the Joint School Committee meeting in June 2025 at the mid-cycle progress report for any feedback. He also shared the end-of-cycle summative evaluation form (blank). In January 2026, the administration will review the documents and evaluation process with the full Joint School Committee before all materials are shared in the spring. Then, Chairperson Smith and Chairperson Daniel will review all the results from the members and compile the information to report out to the Joint School Committee in June 2026.

School Committee Feedback:

Ms. Fernandes said she likes the current format of the presentation of goals, evidence documentation and evaluation form. Ms. Smith agreed, that it has really been streamlined for the school committee members ease of use and works well. Ms. Duggan asked if the template for the evaluation form was from DESE or something our team developed. Superintendent Nelson explained that the form is from DESE and we incorporate the goals, indicators and standards into their document and convert it to a fillable form for ease of use for our school committee members.

Superintendent Nelson informed the subcommittee that at their next meeting they will appoint a chairperson.

III. ADJOURNMENT

Motion to adjourn meeting at 5:04 p.m.

Motion: Mr. Muse

Seconded: Ms. Smith

Roll Call: Michelle Smith (yes); Nichole Daniel (yes); Kate Duggan (yes); Anne Fernandes (yes); James Muse (yes); Matthew Monteiro (yes)

Submitted by,
Melissa Wilcox