

**Minutes of the  
Monson School Committee  
Working Meeting  
Quarry Hill Community School – Superintendent’s Office  
July 17, 2017**

**Present:** Chair Joshua Farber; Vice-Chair Peter Sauriol; Committee Members Patricia Oney and Michelle Heroux

**Also Present:** Superintendent Cheryl Clarke, Director of Business & Facilities Don Smith and Recording Secretary Karen Methe

**Note:** This meeting was not video-recorded.

Chair Farber called the meeting to order at 5:21 p.m.

Chair Farber began by reading specifics of Mrs. Clarke’s current contract and then turned the meeting over to Mr. Sauriol for detailed explanation of the process for compiling the Superintendent’s Summative Evaluation. The goals and indicators were discussed at length, noting that they are chosen by the Committee. The state’s Superintendent-End of Cycle Evaluation Report is completed by individual Committee members. Mr. Sauriol stated that he completes his individual report prior to accessing/compiling the summative report taking into consideration the specific comments made on the individual reports. He explained, in detail, how he summarizes the information on each individual report to create the final evaluation report.

Mrs. Clarke thanked the members of the Committee for their time in completing her evaluation noting that she realizes it is very time consuming and she is appreciative of their efforts. She stated that she felt each Committee member was thoughtful in their evaluator comments.

Mr. Farber offered insight into an exemplary rating, stating it was hard to quantify to which Mrs. Clarke agreed.

A comprehensive discussion and explanation period followed on the reasoning behind the ratings and evaluation comments made by each individual member present at this meeting referencing the four Standards as follows:

- Standard I: Instructional Leadership
- Standard II: Management and Operations
- Standard III: Family and Community Engagement
- Standard IV: Professional Culture

Mrs. Clarke offered her reasoning as to why she felt the Fiscal Systems (Standard II-E.) rating could be exemplary.

During the discussion of Standard IV: Professional Culture, Mr. Sauriol stating that he was changing his rating for IV-A. Commitment to High Standards from proficient to exemplary.

Mr. Sauriol then reviewed the cumulative ratings outlined below:

**Step 1: Assess Progress toward Goals**

Professional Practice Goal	Met
Student Learning Goal	Significant Progress
District Improvement Goals	Met

**Step 2: Assess Performance on Standards**

Standard I: Instructional Leadership	Proficient
Standard II: Management and Operations	Proficient
Standard III: Family and Community Engagement	Proficient
Standard IV: Professional Culture	Proficient

**Step 3: Rate Overall Summative Performance** Proficient

**Step 4: Rate Impact on Student Learning** Moderate

**Step 5: Evaluator Comments (Summary)**

Superintendent Clarke is a passionate district leader who uses a hands-on approach with both the ALT and teachers. She has shown her leadership skills through her budgetary choices and proactive decision on cross-school integration. Her enthusiasm is evident in the district by the enthusiasm shared by both staff and students in the work they are doing. Superintendent Clarke has continued to achieve her goals in the area of professional practice and district improvement and shown significant progress in her student learning goals. Although there is results-based evidence of Superintendent Clarke's achievements this year, there are areas where it would help the Committee's evaluative process to see more and more layered evidence of these achievements directly presented by the Superintendent.

Mr. Sauriol noted that the above summary was a starting point and could be revised. Discussion followed. Mr. Farber would like to expand the language to include reference to strategic visioning process including reference to exemplary rating for high standards.

Mr. Farber called for a short break at this time in the meeting.

The meeting resumed at 6:35 p.m. with discussion and subsequently revised language to the Evaluator Comments (Summary), with several Committee members offering their input.

Revised Summative Evaluation Report as follows:

**End-of-Cycle Summative Evaluation Report: Superintendent**

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<b>Superintendent:</b>	<b>Cheryl Clarke</b>	<b>Date:</b>	<b>June 2017</b>
<b>Evaluator:</b>	<b>Peter Sauriol, Joshua Farber, Joel Keller, Patricia Oney, Ed Maia</b>		

**Step 1: Assess Progress toward Goals**

Professional Practice Goal **Met**  
Student Learning Goal **Significant Progress**  
District Improvement Goals **Met**

**Step 2: Assess Performance on Standards**

Standard 1: Instructional Leadership **Proficient**  
Standard 2: Management and Operations **Proficient**  
Standard 3: Family and Community Engagement **Proficient**  
Standard 4: Professional Culture **Proficient**

**Step 3: Rate Overall Summative Performance** **Proficient**

**Step 4: Rate Impact on Student Learning** **Moderate**

**Step 5: Evaluator Comments (Summary)**

Superintendent Clarke is a passionate district leader who empowers and supports teachers and the Administrative Leadership Team which fosters a shared commitment to high standards of teaching and learning. She encourages them to employ data-driven strategies for improvement and expects quality of content from all staff and students. She has shown her leadership skills through an integrated strategic visioning process which has guided district planning at all levels including in her own budgetary decisions and proactive choices on cross-school integration. Her enthusiasm is evident in the district by the enthusiasm shared by both staff and students in the work they are doing. Superintendent Clarke has continued to achieve her goals in the area of professional practice and district improvement and shown significant progress in her student learning goals. Although there is results-based evidence of Superintendent Clarke’s achievements this year, there are areas where it would help the Committee’s evaluative process to see more and more layered evidence of these achievements directly presented by the Superintendent.

**Superintendent’s Performance Goals**

**Professional Practice** **Met**

Expand my administrative competence and leadership skills in advocating and implementing educational improvement using informed action research, effective application of change theory, collaborative decision-making and strategic planning by continuing my Doctoral program and completing 12 credits at the Fischler School of Education at Nova Southeastern University.

**Student Learning 1<sup>st</sup> Goal** **Significant Progress**

By June 2017, interventions and programs will be in place at all three schools to support the social-emotional needs of our students.

**Student Learning 2<sup>nd</sup> Goal** **Significant Progress**

By June 2017, 100 percent of district special education teachers and 100 percent of Quarry Hill general education teachers will develop and implement targeted interventions to support student needs.

**District Improvement 1<sup>st</sup> Goal**

**Met**

By November 2016, develop the 2016-2019 Strategic Plan for the Monson Public Schools with key district stakeholders and district staff.

**District Improvement 2<sup>nd</sup> Goal**

**Met**

By June 2017, a five-year Technology Plan for the Monson Public Schools will be developed with long-range needs articulated, and implementation of the plan to begin July 1, 2017.

**Superintendent’s Performance Rating for Standard I: Instructional Leadership**

I-A. Curriculum	<b>Proficient</b>
I-B. Instruction	<b>Proficient</b>
I-C. Assessment	<b>Proficient</b>
I-D. Evaluation	<b>Proficient</b>
I-E. Data-Informed Decision Making	<b>Proficient</b>
<b>Overall Rating</b>	<b>Proficient</b>

**Superintendent’s Performance Rating for Standard II: Management and Operations**

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II-E. Fiscal Systems	<b>Proficient</b>
<b>Overall Rating</b>	<b>Proficient</b>

**Superintendent’s Performance Rating for Standard III: Family and Community**

**Engagement**

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III-B. Sharing Responsibility	<b>Proficient</b>
III-C. Communications	<b>Proficient</b>
III-D. Family Concerns	<b>Proficient</b>
<b>Overall Rating</b>	<b>Proficient</b>

**Superintendent’s Performance Rating for Standard IV: Professional Culture**

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IV-A. Commitment to High Standards	<b>Exemplary</b>
IV-B. Cultural Proficiency	<b>Proficient</b>
IV-F. Managing Conflict	<b>Proficient</b>
<b>Overall Rating</b>	<b>Proficient</b>

- **Motion by Mr. Farber to approve the Summative Evaluation report as revised. (Second by Ms. Oney)**
- **No further discussion**
- **Roll Call Vote:**

<b>Ms. Oney</b>	<b>Yes</b>
<b>Mr. Sauriol</b>	<b>Yes</b>
<b>Ms. Heroux</b>	<b>Yes</b>
<b>Mr. Farber</b>	<b>Yes</b>
- **Motion carries 4-0**

Mr. Farber stated he would reach out to Mr. Keller regarding an August 16, 2017 follow-up Working Meeting, time to be determined, to discuss Superintendent compensation.

- **Motion by Mr. Sauriol to adjourn the meeting. (Second by Ms. Oney)**
- **No discussion**
- **Motion carries 4-0**

The meeting was adjourned at 6:59 p.m.

*Documentation for this meeting:*

*Agenda*

*End of Cycle Summative Report: Superintendent (6 documents)*

*Distributed at meeting:*

*Monson Summerfest Inc. Informational Packet*

Approved by Committee:

  
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Mr. Lord, Secretary