

**Minutes of the
Monson School Committee
Working Meeting
Quarry Hill Community School
Superintendent's Office
July 11, 2018**

Present: Chair Jeffrey Lord; Vice Chair Patricia Oney; Secretary Michelle Heroux and Committee Member Emily Graves-Harrison

Also Present: Superintendent Cheryl Clarke; and Recording Secretary Karen Methé

Absent: Committee Member Joel Keller

Note: This meeting was not video-recorded.

Mr. Lord called the meeting to order at 6:03 p.m.

Mr. Lord stated that the purpose of this meeting was to review the Superintendent's Summative Evaluation compiled by Ms. Oney.

Ms. Oney presented an overview of her work in compiling five individual members evaluations to create the draft copy of the Summative Evaluation.

The Performance Goals were reviewed and discussed. There were no follow-up questions from Committee members or the Superintendent.

The Standards and Indicators were addressed next. Ms. Oney noted that comment information from the individual evaluations was used to determine the grade.

Standard I: Instructional Leadership; Mrs. Clarke disputed the final sentence under C. Assessment 1. Variety of Assessments. She maintained that sufficient evidence regarding informal methods of assessment was available for all Committee members to explore. An in-depth discussion followed.

- **Motion by Ms. Graves-Harrison to delete the last sentence "But there is a lack of evidence regarding informal methods of assessment" from Standard I: Instructional Leadership C. Assessment 1. Variety of Assessments**
- **No further discussion**
- **Motion carries 4-0**

Standard II: Management and Operations was discussed next.

Section B. Human Resources Management and Development and Section D. Laws, Ethics and Policies required no discussion from Committee members or the Superintendent.

Section E. Fiscal Systems, was discussed in detail with Mrs. Clarke citing examples of her clear priorities of the budget process. She spoke of all the evidence collected to inform all stakeholders of the budget process. It was the consensus of Committee members present this evening that it was in the best interest of the school department to have had a member of the Finance Subcommittee attend all meetings requested by the Town Finance Committee.

- **Motion by Ms. Oney to revise the wording of the last sentence of Section E. Fiscal Systems to read “There was an emphasis on program stability during the budget process.” (Second by Ms. Graves-Harrison)**
- **No further discussion**
- **Motion carries 4-0**

Standard III: Family and Community Engagement

Section B. Sharing Responsibility 2. Family Collaboration was discussed in detail.

- **Motion by Ms. Oney to remove the language “however, this group is relatively small in relation to other students and families who would benefit from additional support, e.g. disabled and home-schooled students.” (Second by Ms. Graves-Harrison)**
- **No further discussion**
- **Motion carries 4-0**

Section C. Communication 1. Two-Way Communication was reviewed. There was a lengthy discussion on how to modify the last sentence due to evidence offered by Mrs. Clarke.

- **Motion by Ms. Heroux to revise the last sentence to read “Although progress has been made there continues to be some families that are somewhat dissatisfied with the level of support and communication. (Second by Ms. Oney)**
- **Discussion continued**
- **A friendly amendment was made to change the last sentence to read “Although progress has been made in the areas of support and communication, it will continue to be an on-going focus.”**
- **No further discussion**
- **Motion carries 4-0**

The remainder of the evaluation was then reviewed.

Step 5, Evaluator Comments were debated.

- **Motion by Mr. Lord to strike the wording that follows “Turnaround Plan;” (Second by Ms. Heroux)**
- **No further discussion**

- **Motion carries 4-0**
- **Motion by Ms. Heroux to accept the Summative Evaluation as revised. (Second by Ms. Graves-Harrison)**
- **No further discussion**
- **Motion carries 4-0**

Mr. Lord thanked Mrs. Clarke for her hard work and dedication to the district. He thanked all the participants of the evaluation process.

Mr. Lord also thanked Ms. Oney for her diligence in compiling the Summative Evaluation.

- **Motion by Ms. Heroux to close the Working Meeting. (Second by Ms. Graves-Harrison)**
- **No further discussion**
- **Motion carries 4-0**

The meeting closed at 7:05 p.m.

Documentation for this meeting:

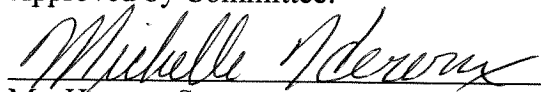
July 11, 2018 – Working Meeting Agenda

Individual Members End-of-Cycle Summative Evaluation Reports

Distributed at meeting:

N/A

Approved by Committee:



Ms. Heroux, Secretary