

**Minutes of the
Monson School Committee
Working Meeting
Quarry Hill Community School
Superintendent's Office
June 4, 2018**

Present: Chair Joshua Farber; Secretary Jeff Lord and Committee Member Patricia Oney

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

Absent: Vice Chair Joel Keller and Committee Member Michelle Heroux

Note: This meeting was not video-recorded.

Mr. Farber called the meeting to order at 7:05 p.m.

Mr. Farber posed the following questions with regard to the Superintendent's evaluation.

What is the purpose of evaluation?

What are its outcomes?

What are its challenges?

What do we do now?

What tools do we need to do it?

Discussion followed with members present offering their insight on each question.

Mr. Farber then gave an overview of the Massachusetts Model System for Educator Evaluation. Dialogue ensued questioning whether non-returning Committee members may submit their evaluation forms for consideration. Mr. Lord requested a formal motion be made.

- **Motion by Mr. Lord to allow submission of Superintendent Evaluation documents by non-returning members after the June 12, 2018 town elections for the purpose of evaluation.**
- **No further discussion**
- **Motion carries 3-0**

Discussed next was the management of the summary document. There was conversation about the suggestion of an outside person compiling the Summative Evaluation Report and what that would look like. Discussion continued to try and secure a date for Committee members to have their evaluations completed and submitted. Several timeframes were considered. Mr. Farber asked Mrs. Clarke if need be, would she consent to extending the evaluation timeframe. Mrs. Clarke was agreeable to that request. Mr. Farber proposed that completed evaluation documents be submitted to Mrs. Methe by July 2, 2018. As discussed, that would be the final date for

submissions and the Committee members present concurred. It was decided to delay the selection of the person who will be responsible for compiling all the evaluation information.

Mrs. Clarke confirmed that the Standards and Indicators were previously submitted to the entire Committee. She stated that the only information missing was data for her Student Learning Goal and teachers would have that to her by this Friday. Mrs. Clarke will forward the completed data to Committee members. Mrs. Clarke will also email the color coded document of her mid-year (March 28, 2018) and final (June 1, 2018) updates to Committee members.

Mr. Farber noted that he would send a follow-up email to all Committee members outlining the procedure, tools and timeline for this year's Superintendent Evaluation.

- **Motion by Ms. Oney to adjourn the meeting. (Second by Mr. Lord)**
- **No further discussion**
- **Roll Call Vote**

Ms. Oney	Yes
Mr. Lord	Yes
Mr. Farber	Yes
- **Motion carries 3-0**

The meeting closed at 7:56 p.m.

Documentation for this meeting:

June 4, 2018 – Working Meeting Agenda

*Evaluating the Superintendent Under the New Massachusetts Educator Evaluation System-
emailed and hard copy*

Distributed at meeting:

District Improvement Goal #1-including supporting evidence

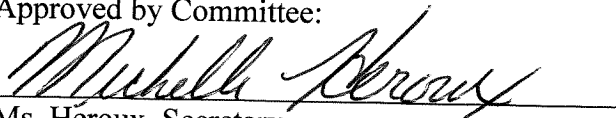
District Improvement Goal #2-including supporting evidence

Professional Practice Goal-including supporting evidence

Student Learning Goal-including supporting evidence

End of Cycle Summative Evaluation Report: Superintendent

Approved by Committee:


Ms. Héroux, Secretary