

## BELMONT SCHOOL COMMITTEE WORKSHOP MINUTES

REMOTE MEETING

OCTOBER 13, 2021

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: January 20, 2022  
TIME: 9:04 AM

Present: Ms. Amy Checkoway, Chair  
Ms. Catherine Bowen  
Mr. Michael Crowley  
Ms. Meghan Moriarty  
Ms. Andrea Prestwich  
Mr. Jamal Carlos Saeh

Dorothy Presser, Field Director, Massachusetts Association of School Committees (MASC)

### 1. Call to Order

Chairperson Checkoway called the meeting to order at 4:35 pm.

### 2. Workshop on Superintendent Evaluation Process

Dorothy Presser, Belmont's Field Director from the Massachusetts Association of School Committees (MASC) led a workshop on the superintendent evaluation process via a set of MASC PowerPoint slides.

Ms. Presser reviewed the different steps of the process and best practices. She emphasized the following practices:

- The beginning and end of the evaluation cycle can be anytime during the year, as determined locally.
- The more attention that is paid to the beginning of the evaluation cycle, the better the entire process will be for everyone.
- Some School Committees charge a subcommittee with working with the Superintendent on drafting evaluation goals, and others have the full committee engage in this process.
- Goals should be tied to measurable outcomes and key actions. It is easy to fall back to measuring tasks versus outcomes, but that is not best practice. The artifacts of evidence should also be discussed up-front.
- It is helpful to monitor progress on goals throughout the year through presentations and other discussions.
- Although the four core standards can be weighted differently, in practice almost all districts weight these equally.
- It is important to focus on a limited set of indicators (6-8) from the Superintendent evaluation rubric.
- Formative assessment (mid-cycle): the formative assessment does not involve anything written from the School Committee and should consist of a public discussion of progress and what needs to change, if anything.
- At the end of the evaluation cycle, best practices is to circulate and discuss a draft and final version of the evaluation submission to the state. The composite evaluation is usually created by a subcommittee or by the Chair. It is important to discuss the process for how the composite

evaluation will be created in advance. One practice to consider, beyond how to determine ratings, is to only include a comment or piece of feedback if at least two members offer it.

- The summative evaluation should be voted on by the full School Committee. The document should be a coherent piece where all members can hear their voice.
- The summative evaluation rating ideally is not just a tally or average. Ms. Presser has observed Committees deliberate areas where there is not agreement so that ideally the ratings represent the majority perspective.

School Committee members asked clarification questions about different aspects of the process.

### **3. Adjournment**

Chairperson Checkoway adjourned the meeting at 6:10 pm via a roll call vote (6-0).

Respectfully Submitted by:

A handwritten signature in blue ink that reads "Amy Checkoway". The signature is written in a cursive, flowing style.

Amy Checkoway