

**WAYLAND SCHOOL COMMITTEE  
SUPERINTENDENT EVALUATION SUBCOMMITTEE MEETING**

**MINUTES**

Date: Wednesday, November 5, 2014

Time: 10 a.m.

Place: Wayland Town Building, Selectmen's Conference Room

Present: Ellen Grieco and Malcolm Astley

Malcolm and Ellen called the meeting to order at 10:14 a.m.

**1. Public Comment:**

There was no public comment and no one else present.

**2. Election of a Chair:**

Ellen nominated Malcolm to be Chair of the committee and he was elected, 2-0.

**3. Approval of Minutes of October 21, 2014:**

Upon a motion made by Malcolm, seconded by Ellen, the Subcommittee voted 2-0 to approve the minutes of October 21, 2014 as corrected.

**4. Discussion of This Year's Process for Evaluation of the Superintendent**

The Subcommittee continued discussion including the sub topics of a "360 degree" process through which employees in a variety of roles would be asked about feedback regarding the superintendent's performance; a review of Malcolm's conversation with Glenn Koocher of the Massachusetts Association of School Committees; the School Committee's discussion of a "360" approach at its last meeting; action around Paul Stein's goals presented at that meeting; a process for addressing any arising concerns as needed; long term school system goals and their relation to the superintendent's evaluation.

Malcolm reported on speaking with Glenn Koocher, head of the Massachusetts Association of School Committees, about anyone's experience with 360 evaluations. Glenn helped with the path to getting on the list serve for the organization. Malcolm sent out a request regarding the topic and several school board representatives responded that they had had some experience, including one from Somerville and two from Minuteman Tech. Malcolm planned to be in touch with them to gather impressions about the process, helpful and unhelpful approaches, and its overall effectiveness in terms of superintendent and system performance and student learning for the full committee's consideration. He learned that Minuteman used a company called Colibra 360 which may no longer be in business.

It was agreed that the School Committee at its last meeting seemed neutral to positive regarding including a 360 degree element to the evaluation, though we need to confirm on that matter as we gather and present more information. The Committee wanted a recommendation on proceeding from the Subcommittee, including on appropriate elements to use in the evaluation process for this year.

The School Committee had approved the superintendent's goals for the year on October 20, though, as mentioned, elements from the state criteria still need to be agreed upon.

There was an interest in periodic brief presentations by Paul Stein on his work and a chance for School Committee members to ask questions and have conversation about the work. The Subcommittee was asked to recommend a process and schedule and a possible rotational agenda items related to the four goals for evaluation. Malcolm was to see that the process was reviewed with Paul Stein for his input. Malcolm was also to remind the School Committee to send any questions or comments regarding evidence and elements related to the superintendent's goals to Dr. Stein before the December 15 SC meeting.

Malcolm raised the question of whether a process should be in place to deal with any newly arising concerns regarding a superintendent's performance during a given year, not that there are concerns now. He also raised the question of how "where the system is" on a given measure – an issue that arose last year -- relates to the evaluation process for the superintendent. It was also agreed that the current school committee and town work on long term school system goals should eventually blend in with the evolving "HEART" Goals over time.

**5. Adjournment:**

Ellen made a motion, seconded by Malcolm, that the Subcommittee adjourn, and it passed 2-0 at 10:46 AM.

Respectfully submitted,

---

Ellen Grieco

---

Malcolm Astley

Documents:

1. Agenda for meeting December 8, 2014
2. Draft Minutes of November 5, 2014 meeting of Superintendent Evaluation Subcommittee
3. Superintendent's Goal Report-Outs for Evaluation 2014-15