

TOWN OF NORWOOD
School Committee Training
Norwood High School Library
Wednesday, May 9, 2018

The Norwood School Committee held a training session with Ms. Dorothy Presser of MASC on Wednesday, May 9, 2018. The meeting began at 5:30 p.m.

Committee Members Present: Ms. Myev Bodenhofer, Mrs. Michele Eysie Mullen, Ms. Teresa Stewart, Ms. Maura Smith and Mr. Dave Catania.

Administrators Present: Dr. Dave Thomson, Superintendent of Schools. (Mr. Jim Marini, the Superintendent's coach, joined the meeting at approximately 6:00 p.m.)

Ms. Dorothy Presser was here this evening to talk about evaluating the Superintendent. She began by talking about setting goals as they are aligned to Norwood's overall progress. She explained that the School Committee works with superintendent to create the goals and the evaluation document. Ms. Presser explained that the formative assessment is basically just an opportunity to check in during the year and is not a written document. She continued by saying that the end of the year summative evaluation has a rating system and a composite

Ms. Presser reviewed the **rating system (goals and standards)** and the **three key components:**

1. Five Step Cycle;
2. Two part tool:
3. Multi-part Rating System.

Ms. Presser reviewed steps to **completing the evaluation:**

1. Committee Members complete individual evaluations:
 - *Superintendent self-assessment;
 - *Portfolio of evidence;
 - *Form to complete evaluation.
2. Composite Evaluation prepared:
 - *Discuss process for preparation.
3. Discussed and voted on by full Committee at a public meeting:
 - *New SJC ruling may require a change to your process. (Ms. Presser explained that the new ruling is that the composite draft cannot be given to individual members and must be reviewed at a public meeting. The Committee Members had a lot of questions regarding this process.)

Composite Evaluation:

- *One consensus voice:
- *Ratings;

- *Outlier comments (+ or -);
- *Objective, evidenced based;
- *Purpose is to provide guidance for growth, improvement.

Ms. Presser reminded that the Superintendent should be evaluated on the goals that were set for the year. If Members feels that a situation that arises during the year should be included, it will have to be included the following year after new goals are set. She also reminded that hearsay from constituents should not sway the individual evaluations.

The Committee had an opportunity for questions, comments and clarifications.

In reviewing the narrative, Ms. Presser said that comments should be included if two or more people have similar thoughts/comments. If there is an outlier that is much more positive or negative than all the other comments, and the individual insists it needs to be put in, then the whole committee will vote on that outlier for inclusion or not into the composite.

Mr. Maroney suggested having the Superintendent get his self-assessment in first. The Committee discussed the timeline of the evaluation process.

The training session ended at 7:20 p.m.

Respectfully submitted:

Donna G. Doliner, Clerk