

**BOARD OF EDUCATION MEETING  
ALBION CENTRAL SCHOOL DISTRICT  
ALBION, NEW YORK  
Ronald L. Sodoma Elementary School Conference Room A  
Monday, December 3, 2018  
SUMMARY OF A SPECIAL MEETING OF THE BOARD OF EDUCATION  
FOR THE PURPOSE OF PRESENTATION OF  
SUPERINTENDENT EVALUATION TOOL**

## **MEETING CALL TO ORDER**

### **MEETING CALL TO ORDER**

Board President, Mrs. Margy Brown, called the meeting to order at 6:07 pm.

### **PLEDGE TO THE FLAG**

#### **1. APPROVAL OF AGENDA**

### **BOARD APPROVED**

### **PUBLIC FORUM - None**

#### **2. NEW BUSINESS**

- A. Presentation of the Superintendent Evaluation Tool -  
Mr. Robert Hartz

(Mrs. Sacco arrived at 6:14 pm)

Mr. Robert Hartz, a representative of SuperEval, gave a brief presentation of the Superintendent Evaluation Tool to the Board. The Board has the option to use the rubric offered through NYSCOSS or NYSSBA. The SuperEval tool uses a five-step, on-line process for completing evaluation of the Superintendent. Step One recommends 3-5 Smart Goals to be added into the system. Step Two is the self-reflection by the Superintendent providing evidence of the steps taken in meeting each of the goals. Digital submission is made by the Superintendent when this step is completed which generates an e-mail to the Board. Step Three enables the Board to review the Superintendent's self-reflection, comments and evidence. Board members are able to enter comments and can start a new evaluation or use the prepopulated copy prepared by the Superintendent. The Board President can review the progress of each of the members as individual review is made. Step Four consolidates the comments the Board members have submitted and averages scores. The full Board is then able to review the evaluation and make any changes. This step is closed to the Superintendent. Step Five generates an e-mail to the Superintendent that the evaluation is ready for review with the Board. The digital signatures of the Superintendent and Board President are needed to finalize the

evaluation. The completed evaluation is then stored in the digital archive.

The cost of an annual subscription for the tool is \$1,800 and the additional one-time set-up fee of \$150. Purchase of the tool is BOCES aidable. Mr. Hartz indicated the cost could be pro-rated for this year because of the late start. There is also the possibility to lock in the price for three years with the subscription for the tool. Additional evaluations could be added on at a separate cost for each. SuperEval offers support by live chat, telephone and/or e-mail.

### **3. BOARD DATES**

| <b>DAY</b> | <b>DATE</b>       | <b>EVENT</b>                       | <b>TIME</b>    |
|------------|-------------------|------------------------------------|----------------|
| Monday     | January 7, 2019   | Regular Board of Education Meeting | 7:00 pm        |
| Monday     | January 28, 2019  | Audit Finance Committee Meeting    | <b>7:00 pm</b> |
| Monday     | February 4, 2019  | Regular Board of Education Meeting | 7:00 pm        |
| Monday     | February 25, 2019 | Audit Finance Committee Meeting    | <b>7:00 pm</b> |
| Monday     | March 4, 2019     | Regular Board of Education Meeting | 7:00 pm        |
| Monday     | March 11, 2019    | Audit Finance Committee Meeting    | <b>7:00 pm</b> |
| Monday     | March 18, 2019    | Audit Finance Committee Meeting    | <b>7:00 pm</b> |

**BOARD APPROVED**

### **6. ADJOURNMENT**

**BOARD APPROVED**