

Special Meeting 01/11/2023 - Director Evaluation Training

- I. **Call to Order & Roll Call - Called to order by Sherry at 5:38pm**
 - a. Attendance: Sherry McKay, Bridgette Carr, Dillon Hendrick, Matt Melear, Craig Leonard, Laura Pasek, Mary Johnson, Woodrow Wilson. Administration in attendance: Kevin
 - b. Absent: Bridgette Carr
- II. **Changes or Additions to the Agenda - none**
- III. **Public Comment - none**
- IV. **Board Correspondence -**
- V. **Presentations: MASB Training - Jay Bennett**
 - a. Superintendent vs. Board Roles
 - i. Recommend introduction to board service offered by the MASB
 - b. Superintendent Evaluation - use excel version of instrument during evaluation - it does the math for us
 - i. Relevance: Keep the focus on what is most important for your students
 - ii. Legal Requirements: Annual evaluation (spring, keep timing consistent from year to year), Assign a rating (highly effective, effective, minimally effective, or ineffective). Student growth at 40%, evaluation instrument at 50%, progress forward goals at 10%
 1. Get an adequate explanation from SI for what adequate growth is for teacher efficacy because it accounts for 40% of rating.
 - a. Discussion at MASB if 40% reduces or is eliminated
 - b. Board approved instrument
 - c. MSTEP & NWEA are factored into student growth
 2. Website must have slide 18 posted
 3. Must comply with FOIA and OMA
 - iii. Goals for the SI: "Effective superintendents include all relevant stakeholders when establishing goals for their district."
 1. School improvement plan
 2. Strategic plan: feedback from parents, staff, students, community - don't create in a vacuum
 3. Teacher Evaluation Instrument
 4. SI Goals (1, 2, maybe 3 specific and absolutely necessary)
 - iv. Pupil Attendance: policy that is enforced consistently across the board
 - v. Student, parent, teacher feedback: what avenues does the SI have for getting feedback from the community NOT the specific feedback that is given by the community
 1. Highly effective = proactive not reactive
 - vi. Other information considered pertinent by the board
 - vii. If enacting biennially (for 3 years of highly effective) recommends still evaluating in a less formal process. If found minimally effective, must create improvement plan - 3 years you must dismiss them.

- c. Standards: starting slide 22
 - i. the drivers
 - ii. the care
 - iii. the supports
- d. Performance Categories: MASB provides rubrics - it only works if we have clear, explicit expectations of our SI
 - i. Governance and board relations
 - ii. Community relations
 - iii. Staff relations
 - iv. Business & Finance
 - v. Instructional Leadership
- e. This is a Developmental process not a punitive process
 - i. Helps to further develop knowledge and skills
 - ii. Clarifies performance and expectations
 - iii. Provides mechanism for feedback
 - iv. Links SI's work to district goals
 - v. Evaluation Cycle:
 - 1. Define performance expectations (slide 54): SMART Goals (specific, Measurable, Attainable, Relevant, Time Based)
 - 2. Monitor for Progress: baseline, how will it be measured, when will data available
 - 3. Provide Regular 2-way feedback:
 - a. Updates informal and formal
 - b. SBI: Situation, Behavior, Impact
 - 4. Self-Evaluation and Portfolio Creation
 - a. Read through evaluation, comments, evidence - ask about any items that don't align or need clarification
 - 5. Formal Evaluation and Professional Growth Plan - Slide 69-74
 - a.
 - vi. Calendar - Finish is May-June in order to submit rep report (SI responsibility) in June.

VI. **Public Comment - None**

VII. **Adjournment - 7:16pm**