

THE GLOUCESTER PUBLIC SCHOOLS

Our mission is for all students to be successful, engaged, lifelong learners.

Personnel Subcommittee Meeting Minutes

Wednesday, December 5, 2012

Superintendent's Conference Room – District Office

4:30 p.m.

Members Present

Melissa Teixeira, Chairperson
Tony Gross, Vice Chairperson
Jonathan Pope

Administration Present

Dr. Richard Safier, Superintendent

I. CALL TO ORDER – Chairperson Teixeira called the meeting to order at 4:35 p.m. and stated the mission of the Gloucester Public Schools.

II. REPORTS/DELIBERATIONS/DISCUSSIONS

A. New Superintendent Evaluation Process – Dr. Safier reviewed the annual five-step cycle of the superintendent evaluation process, the first step of which is the superintendent's self-assessment using the performance standards and rubric. That self-assessment then acts as a springboard for Step 2, "Analysis, Goal Setting, and Plan Development." At some point in time, there will be a public meeting (probably in January) where the School Committee and the superintendent look at the proposed goals, strategies and benchmarks. Dr. Safier will present a professional practice goal, a student growth goal, and 2-4 district goals, which could make their way into the District Improvement Plan and school improvement plans. Dr. Safier suggested that if the committee wants to go over the rubric, that could be done on a Saturday.

Step 3 of the cycle is the implementation of the superintendent's plan and collection of evidence, which may include agendas of his leadership team and other data. If the cycle begins in January, then by the end of the school year Dr. Safier would give the School Committee a mid-cycle goals review (Step 4). Finally, at the end of the cycle, there would be an end-of-cycle report and a summative evaluation (Step 5), which will be discussed at a later time.

Dr. Safier stated that his professional practice goal will be to do walkthroughs with the principals 2-3 times per week (most weeks) and then sit down with them to analyze what they saw. He would then create a journal so that he can show the School Committee when he went and what was discussed. At the same time, he would ask the principals to send feedback out to their teachers. Finally, he would ask the principals for feedback on the process at mid-cycle and end-of-cycle and present that to the committee, as well.

Mr. Gross asked whether the School Committee is going to have to revisit their expectations of the superintendent in order to allow time for this process. Dr. Safier indicated that his job is instructional leadership, management and operations,

community engagement, and professional culture and that in their evaluation, the committee must weigh and measure what has priority and what does not. He noted that certain things should be weighted over others and stated that he will make his recommendations on what he believes are priorities. The School Committee will then deliberate on that matter.

Dr. Safier reviewed the evidence of proficiency in the superintendent's rubric for the first element of Standard I (Instructional Leadership). He pointed out the notes he made on how he would accomplish proficiency in each element, which is how he created his self-assessment. He also reviewed a Self-Assessment for Evaluation on Standard I, which identifies things that he believes demonstrate proficiency.

The next phase involves the superintendent establishing a professional practice goal, a goal for student growth, and 2-4 district goals. Dr. Safier reviewed a draft Worksheet toward Superintendent/District Goals, which includes his professional practice SMART goal of visits/walkthroughs with principals and his district SMART goal of curriculum mapping, alignment, and development of a five-year plan. Each goal includes key actions, timelines and benchmarks. Once Dr. Safier has established some goals, he will bring them to the School Committee in a public meeting for review and approval, and the goals will then be implemented (Step 3).

With respect to the evaluation cycle, Chairperson Teixeira stated that Dr. Safier's contract specifies a date for his evaluation which may need to be changed. If so, that would require a change of language in the contract. Dr. Safier will consult with Naomi Stonberg about that but does not see it as a major problem.

There was a discussion about the number of goals to be established. Dr. Safier expects that there will be 2-4 district goals plus the professional practice and student growth goals. If there are other goals outside of that, they will not be part of his evaluation.

Chairperson Teixeira noted that the MASC document regarding the superintendent evaluation clearly states that the School Committee has the flexibility to determine how many of the four standards, 41 elements and 21 indicators are used. It also recommends that a subcommittee review the rubric with the superintendent. Dr. Safier stated that having done a self-assessment and determining what is important, he would suggest specific elements that are reflected in the self-assessment and ask that the School Committee consider approving them. He indicated that he has no interest in coming up with a different rubric.

Chairperson Teixeira suggested having Mike Gilbert come and give his PowerPoint presentation to the full committee. There was a discussion about when the presentation could take place. Mr. Pope stated that he will schedule it with Mr. Gilbert in January.

III. ACTION

After discussion, on a motion by Mr. Gross, seconded by Mr. Pope, it was unanimously

VOTED: 3 in favor zero opposed, to recommend to the full School Committee that the annual superintendent evaluation cycle begin in January and end in December.

Mr. Gross made a motion, seconded by Mr. Pope, to recommend to the full School Committee that the superintendent's district goals from the School Committee be two to four. After discussion, Mr. Gross withdrew his motion.

After discussion, on a motion by Mr. Pope, seconded by Mr. Gross, it was unanimously

VOTED: 3 in favor zero opposed, to recommend to the full School Committee that for evaluation purposes, the superintendent's district goals be limited to three for the calendar year 2013.

IV. EXECUTIVE SESSION

On a motion by Mr. Gross, seconded by Mr. Pope, it was unanimously

VOTED: By Roll Call Vote

Mr. Gross – yes
Mr. Pope – yes
Chairperson Teixeira – yes

To enter into Executive Session at 5:23 p.m. to discuss collective bargaining and to enter back into regular session for the purpose of adjournment only.

V. ADJOURNMENT

On a motion by Mr. Gross, seconded by Mr. Pope, it was unanimously

VOTED: 3 in favor zero opposed, to adjourn the Personnel Subcommittee Meeting of December 5, 2012 at 5:41 p.m.

All reference documents and reports are filed in the Superintendent's office.

*Maria Puglisi
Recording Secretary*