

Arlington School Committee  
Curriculum, Instruction, Assessment & Accountability Subcommittee

Meeting Minutes  
Thursday, December 10, 2015 @ 5:30 p.m.

Attendance

Subcommittee Members: Jeff Thielman (Chair), Judson Pierce, Cindy Starks

District Leadership: Kathleen Bodie, Ed.D. (Superintendent), Laura Chesson, Ed.D. (Assistant Superintendent)

The meeting was called to order at 5:35 p.m.

- 1. The minutes of the June 3, 2015 meeting were approved. Motion by Judson Pierce, second by Cindy Starks. Approved 3-0.**
- 2. Overview: The subcommittee discussed recommendations to make to the full School Committee regarding the Superintendent evaluation process. Discussion –**
  - The subcommittee reviewed comments compiled by Mr. Thielman. Some comments include:
    - Receiving a copy of the form with each goal inputted so all SC members are using the same instrument.
    - Clarity on the measures for each standard.
    - A self-evaluation or report from the Superintendent summarizing each goal and the progress she has made in the past year.
    - The committee should structure time during the year to discuss progress made on goals. For example, if closing the achievement gap is a goal, at one of the SC meetings during the year, the SC should have a discussion on the work taking place to close the gap.
  - Mr. Hayner said that this past year there was a lot of confusion about how to use the evidence presented to evaluate the superintendent. Some members relied only on the evidence; others relied on the evidence and their own due diligence.
  - Dr. Chesson said that teacher present 12 pieces of evidence, and we should ask about the same for a Superintendent.
  - Ms. Starks said that we should agree now on what evidence is needed and make it as specific as possible.
  - Mr. Thielman said we need to present the evidence required to the full School Committee, and it needs to be approved by the full School Committee in the same way that we approve a budget calendar.

**3. The subcommittee discussed evidence that it would like the Superintendent to present as part of the annual evaluation. The subcommittee agreed on the following pieces of evidence for each standard:**

- Standard 1: Instructional Leadership
  - Vision statement or another document describing instructional leadership in the Arlington Public Schools
  - The teacher leadership curriculum within the APS professional development plan
  - Outcomes – need to be agreed to by the subcommittee
- Standard 2: Management and Operations
  - Budget presentation to the School Committee, Finance Committee and Town Meeting
  - Capital Plan
  - SC members observations of the Superintendent in public meetings, evidence of her attendance at public evidence, evidence of here relationships with parents, town officials, and other stakeholders
- Standard 3: Family and Community Engagement
  - Newsletter
  - List of events of the past year designed to engage the public in school issues
  - Results of a survey of parents and community members of APS issues
- Standard 4: Professional Culture
  - Annual staff survey results

**4. The subcommittee selected two practice goals from the 2015-16 Goal Statement approved on June 11, 2015**

- Goal 1.4: Close the Achievement Gap in APS. Evidence required:
  - MCAS/PARCC reports
- Goal 3.1: Develop a plan to address space needs related to anticipate enrollment growth over the next ten years. Evidence required:
  - Dr. McKibben Report
  - Plan to respond to the report, including a plan for enrollment growth at all three levels- high school, middle school, and elementary school.
  - Summary of work with the MSBA

**5. Next steps**

- Dr. Bodie agreed to do some more thinking about each piece of evidence.
- The subcommittee will schedule a meeting after the January 25<sup>th</sup> Town meeting on enrollment growth and the needs of the Stratton School. There are many meetings between now and then.

- The goal is to present a schedule and list of evidence to the full School Committee in February similar to how the Budget Subcommittee presents its budget calendar for the year.
- The subcommittee agreed that it needed to be more specific about each piece of evidence required.

The meeting adjourned at 6:20 p.m.