

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE WORKSHOP  
MINUTES  
October 20, 2016**

- A. **CALL TO ORDER:** Stacey Metternick called the meeting to order at 6 pm.  
Present: Michelle Bailey, Jeanise Bertrand, Hannah Fraley, David Polito  
Absent: Deb Evans  
Also present: Michael Harvey  
Dorothy Presser, Mass. Ass. Of School Committees

Dorothy Presser provided information on the process for preparing the Superintendent's goals.

The Superintendent's goals should address three areas: Professional Practice, Student Learning, and District Improvement. Each goal should be a SMART goal with key actions and benchmarks identified. SMART Goals are

- Specific & Strategic
- Measurable
- Action-Oriented
- Rigorous, Realistic & Result-focused
- Timed & Tracked

Additionally, the goals should be aligned to the Superintendent's Evaluation Rubric from the Department of Elementary and Secondary Education (DESE) in the areas of Instructional Leadership, Management & Operations, Family & Community Engagement, and Professional Culture.

Dr. Harvey presented his proposed goals for the 2016-17 School Year.

**Student Learning:**

Explore, communicate, and implement the shifts in curriculum, instruction, and assessment necessary in order to meet the District's Mission of preparing our students to be "Future Ready."

**District Improvement Goal:**

Develop plans to ensure the facilities of the HWRSD support the District's Mission and Strategic Blueprint.

**Professional Practice:**

Continue to develop the skills of the District Leadership and my own personal leadership skillset to move the District towards its goal of developing an integrated system of curriculum, instruction and assessment.

Each goal was reviewed and suggestions were made as to the types of artifacts the Committee could expect as evidence of progress on the goals. The Committee asked Dr. Harvey to review the goals and identify the specific Standards from the Superintendent's Evaluation Rubric addressed by each goal. The Superintendent's goals will be reviewed and approved at the next meeting on Nov. 3.

The Committee discussed the need to establish an evaluation cycle. The Committee discussed the pros and cons of a end of school year evaluations (in Sept.) as compared to an evaluation as part of the budget/salary discussion (in Jan.)

MOTION: I move that the Hamilton Wenham Regional School Committee recess and reconvene at the Buker School at 7pm. (Bailey) 2<sup>nd</sup> (Polito) 5-0-1 (Evans absent.)

**Documents Referenced:**

Presentation from the MASC – Evaluating The Superintendent – Understanding the New Educator Evaluation System

Draft Goals from Dr. Harvey