

**King Philip Regional School Committee**  
**January 10, 2022 - Approved**  
**King Philip Regional High School – Library**  
**201 Franklin Street, Wrentham, MA 02093**

**Opening of Meeting:**

Mr. Khan, Chair, opened the meeting at 7:00pm.

**Recording of Meeting:**

This meeting was not recorded.

**Roll Call of Members:**

**Members Present:**

<b>Norfolk:</b>	<b>Mr. Eric Harmon, Ms. Sarah Ward, Mr. Jim Lehan</b>
<b>Plainville:</b>	<b>Mr. Christopher Brenneis, Mr. Samad Khan</b>
<b>Wrentham:</b>	<b>Mr. Trevor Knott, Mr. Marc Waxman</b>

**Members Absent:**

<b>Norfolk:</b>	<b>Present</b>
<b>Plainville:</b>	<b>Mr. Bruce Cates (arrived at 7:07PM)</b>
<b>Wrentham:</b>	<b>Ms. Grey Almeida</b>

**HS Student Council Representative: Ms. James**

**Public Comment:**

Mr. Khan read into the Minutes the Public Participation procedures.

The following community members spoke during the Public Participation period:

1. Brian Tufts, Wrentham: Mask Mandate
2. Chris Suttile, Plainville: Is the Finance Subcommittee Meeting on 1/31/22 open to public attendance? Yes.

**Mask Status Update:**

Discussion ensued on the Mask Mandate. The DESE Commission has extended the mask requirement through February 28, 2022. The Department will continue to work with medical experts and state health officials to evaluate the mask requirement beyond February 28.

Following discussion, Mr. Zinni indicated that the 80% threshold policy remains in effect. In alignment with statewide guidance, it is highly recommended that unvaccinated students and staff continue wearing masks. At the present time, according to a DESE statement, public school students and staff in all grades are required to wear a mask indoors and all visitors are expected to wear a mask in school buildings.

(Mr. Cates arrived at 7:07pm)

Discussion ensued on testing and the protocol on contact tracing.

Public Comment concluded at 7:12pm.

**CONSENT AGENDA:**

(All items listed in the Consent Agenda are considered routine and will be enacted by one motion if action is required.)

**Minutes of December 20, 2021:**

- A Motion was made by Mr. Harmon, seconded by Mr. Brenneis, to approve the Consent Agenda dated January 10, 2022, including the Minutes of December 20, 2021, as presented. All in favor: Yes (7); No (0); Abstain (1-Lehan). Motion carried 7-0-1

**Communication:**

HS Student Council Report – Miss James, HS Student Council Representative, presented her report dated January 10, 2022.

**Delegations and Visitors:**

Mr. Zinni, Superintendent, Dr. Gilson, Assistant Superintendent

**APPROVAL OF EXECUTIVE SESSION MINUTES:**

None

**REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT**

**District Update:**

Mr. Zinni shared information on the following topics:

- Congratulations were extended to Mrs. Lisa Witkus on the announcement of her retirement on March 15, 2022, as the Executive Assistant to the Superintendent and School Committee for the past 15 years.
- Testing for Staff: Tests were received from the state and the administrators were able to reallocate the tests to over 300 staff members prior to the reopening of school following the Winter Break. KN95 Masks were also distributed. Mr. Zinni reviewed the guidelines to quarantine for five days and the Test & Stay program is still available, however, contact tracing is no longer being done by the district.
- Congratulations to the DECA and Mr. Dow, Advisor. All DECA Teams qualified from regional to states.

**Early College Initiative:**

Mr. Zinni gave an update on the Early College Initiative. Dr. Gilson is currently working on an EC grant due at the end of this week. This is a very competitive grant supporting 11 districts in the consortium which includes King Philip. Mr. Zinni is pleased to announce that the district is moving forward with the initiative with Middlesex Community College and courses will be offered in the 22/23 HS Program of Studies. Nine KP faculty members have been approved as adjunct professors beginning in September 2022. Students will be able to take college courses for college credit with our teachers teaching those courses at a significantly reduced rate for a college course. The criteria for staff members are that they have to hold a master's degree in the content area. This program and implementation would be offered in September and will be communicated to parents and students once the program of studies is approved by the Committee.

**UNFINISHED BUSINESS:**

Superintendent Goals for 2021-2022:

Mr. Zinni presented his goals for the 2021-2022.

- **A Motion was made by Mr. Lehan, seconded by Mr. Cates, to approve the Superintendent's Goals for 2021-2022, as presented. All in favor: Yes (7); No (0); Abstain (1-Brenneis). Motion carried 7-0-1**

**Review of Superintendent's Evaluation Process:**

Mr. Zinni provided the Committee with an overview of the superintendent's evaluation process. All members participate in the superintendent's evaluation, with the exception of Mr. Brenneis who will abstain from this process. DESE evaluation tools and personal goals are agreed upon with the evaluator. The End of Cycle

Summative Evaluation Tool is provided in a Google document tied to the standards and indicators. Members respond via the Google document and their responses are calculated for a final evaluation.

Discussion was held on future goal setting so that members get a shared understanding of what it means for a Smart Goal as an intention of the committee. For the School Committee, every single goal should meet the definition of a Smart Goal and understand what that means and to hold the Committee accountable. Mr. Zinni suggested this would be an excellent project to work on collaboratively during the summer retreat and see how it ties together to the strategic plan and professional development.

Discussion ensued on accessibility of school committee documents posted on the KP website and having a quick link for these reference documents.

Mr. Cates suggested that if any members have any questions or comments about the evaluation process to have a conversation ahead of completing the evaluation tool.

Discussion ensued that successful completion of milestones per the benchmark schedule are pre-pandemic. The suggestion was made that we are in an unknown world with the pandemic and somehow it should be adjusted in the evaluation so that it is not lost in the narrative.

#### **NEW BUSINESS:**

##### **Dress Code Policy:**

Mr. Zinni presented a policy language change to the Student Dress Code policy relating to the wearing of hoods and hats at the MS which is a considerable problem. The policy was vetted by Attorney Joyce and the staff has asked that this policy be revisited. This would change the Dress Code in the Handbook and if approved communication would go out to parents on the change.

##### **REORGANIZATION:**

Mr. Khan announced that he is stepping down from the School Committee and as Chair. Mr. Zinni will invite Mr. Khan back to a meeting in March to say a proper goodbye and commend him for his service to the district.

With Mr. Khan leaving the Committee, there will be a vacant Plainville elected seat. Mr. Zinni indicated that Mr. Knott will now become chair, if he accepts, which he does. A new vice chair will need to be elected by the Committee. Mr. Khan asked for nominations of vice chair. Mr. Lehan nominated Mr. Cates, seconded by Mr. Harmon. Mr. Cates accepted the nomination as vice chair. There was no further discussion or nomination.

- **A Motion was made by Mr. Lehan, seconded by Mr. Harmon, to nominate Mr. Cates as Vice Chair. All in favor: Yes (8); No (0); Abstain (0). Motion carried: 8-0-0**

##### **REPORTS FROM SUBCOMMITTEES:**

Mr. Zinni provided an update on upcoming meeting dates for subcommittees:

- Policy Subcommittee Meeting: Thursday, January 27, 2022, at 6:30pm (Remote Meeting)
- Finance Subcommittee Meeting, Monday, January 31, 2022, at 7pm

- Negotiations Subcommittee meeting dates to be determined for Units A, C and D
- Subcommittee Reorganization: Mr. Brenneis will replace Mr. Khan as the Plainville representative on the Policy Subcommittee. Mr. Cates will replace Mr. Khan as the Plainville representative on Unit A, Unit D Negotiations Subcommittee.

**REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

- Norfolk School Committee Representative: Ms. Ward – No update at this time.
- Plainville School Committee Representative: Mr. Brenneis – Announcement of Mrs. Rieger, Executive Assistant’s retirement in December 2021; MCAS results; public comment from nurses seeking additional support.
- Wrentham School Committee Representative: Ms. Almeida – No update at this time.

**LATE COMMUNICATIONS:**

None

**REPORTS OF SPECIAL COMMITTEES:**

None

**RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS:**

Mr. Knott will not be available to attend to the February 7, 2022, Meeting (FY23 Budget Public Hearing)

**ADJOURNMENT INTO EXECUTIVE SESSION:**

- **At 8:25pm, a Motion was made by Mr. Knott, seconded by Mr. Lehan, to adjourn into Executive Session for the following purposes:**
  - **No. 1:** To discuss the reputation, character, physical condition, or mental health, rather than professional competence of an individual, or to discuss the disciplinary or dismissal of, or complaints or charges brought against a public officer, employee, staff member or individual. (Correspondence to School Committee); and
  - No. 3:** To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares. (KPTA Units A, C, D); and, to return to open session solely for the purpose of Adjournment. All in favor: Yes (8); No (0); Abstain (0). Motion carried 8-0-0

**ADJOURNMENT:**

**At 9:05pm, a Motion was made by Mr. Knott, seconded by Mr. Lehan, to adjourn.**

*Respectfully submitted,*

*Mrs. Elisa B. Witkus  
Secretary to the School Committee*

**Documents presented on January 10, 2022:**

Agenda, January 10, 2022  
Draft Minutes of December 20, 2021  
Payment of Bills/Warrants  
HS Student Council Report  
Dress Code Policy

**KING PHILIP REGIONAL SCHOOL COMMITTEE  
AGENDA  
MONDAY, JANUARY 10, 2022 - 7:00PM  
KING PHILIP REGIONAL HIGH SCHOOL - LIBRARY**

**1. ROLL CALL OF COMMITTEE MEMBERS**

**2. DELEGATIONS AND VISITORS**

Mr. Zinni, Dr. Gilson, Mr. Azer

**3. PUBLIC COMMENT:**

Anyone interested in commenting on an agenda item during the meeting or making a statement during the public comment period is asked to complete an information card and hand it to Mrs. Lisa Witkus, School Committee Secretary.

**4. CONSENT ITEMS: *All items listed below are considered to be routine and will be enacted by one motion if action is required. There will be no separate discussion of these items unless a member of the committee so requests, in which event the item will be considered in its normal sequence:***

A.R.

- Draft Minutes from December 20, 2021
- Payment of Bills/Warrants/ Budget Transfers
- Communication

**5. APPROVAL OF EXECUTIVE SESSION MINUTES**

None

**6. STUDENT COUNCIL REPORT**

Student Council Report: Miss James

I.O.

**7. REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT**

- District Update

I.O.

**8. UNFINISHED BUSINESS:**

Superintendent Goals for 2021-2022  
Review of superintendent's evaluation process

A.R.

I.O.

**9. NEW BUSINESS:**

None

**10. REPORTS FROM SUBCOMMITTEES:**

Policy Subcommittee Meeting: Thursday, January 20, 2022 at 6pm  
Finance Subcommittee Meeting, Monday, January 31, 2022 at 7pm  
Negotiations Subcommittee meeting dates to be determined for Units A, C and D

I.O.

I.O.

I.O.

**11. REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

- Norfolk School Committee Representative: Ms. Ward
- Plainville School Committee Representative: Mr. Brenneis
- Wrentham School Committee Representative: Ms. Almeida

I.O.

I.O.

I.O.

**12. LATE COMMUNICATIONS**

**13. REPORTS OF SPECIAL COMMITTEES**

**14. RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS**

**15. ADJOURNMENT INTO EXECUTIVE SESSION**

A.R.

**16. EXECUTIVE SESSION:**

**Purpose of Executive Session:**

**No. 1: To discuss the reputation, character, physical condition, or mental health, rather than professional competence of an individual, or to discuss the disciplinary or dismissal of, or complaints or charges brought against a public officer, employee, staff member or individual. (Correspondence to School Committee); and**

**No. 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares. (KPTA Units A, C, D)**

**17. ADJOURNMENT**

A.R.

**The items listed on this agenda are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.**

**King Philip Regional School Committee**  
**December 20, 2021– DRAFT**  
**King Philip Regional High School – Library**  
**201 Franklin Street, Wrentham, MA 02093**

**Opening of Meeting:**

Mr. Khan, Chair, opened the meeting at 7:01pm.

**Recording of Meeting:**

This meeting was recorded by NorthTV/Plainville Channel.

**Roll Call of Members:**

**Members Present:**

Norfolk:	Mr. Eric Harmon, Ms. Sarah Ward
Plainville:	Mr. Christopher Brenneis, Mr. Samad Khan
Wrentham:	Mr. Trevor Knott, Ms. Grey Almeida, Mr. Marc Waxman

**Members Absent:**

Norfolk:	Mr. Jim Lehan
Plainville:	Present
Wrentham:	Present

**Public Comment:**

Mr. Khan read into the Minutes the Public Participation procedures.  
The following community members spoke during the Public Participation period:

1. Ms. McFarland, Wrentham – Communication

**CONSENT AGENDA:**

(All items listed in the Consent Agenda are considered routine and will be enacted by one motion if action is required.)

**Minutes of November 1, 2021:**

- A Motion was made by Mr. Harmon, seconded by Mr. Cates, to approve the Consent Agenda dated December 20, 2021, including the Minutes of December 6, 2021, as presented. All in favor: Yes (8); No (0); Abstain (0). Motion carried 8-0-0

**Payment of Bills/Warrants:**

- A Motion was made by Mr. Harmon, seconded by Mr. Cates, to approve the Payment of Bills/Warrants, as presented. All in favor: Yes (7); No (0); Abstain (1-Brenneis). Motion carried 7-0-1

**Communication:**

HS Student Council Report – Miss James, HS Student Council Representative, presented her report dated December 20, 2021.

**Delegations and Visitors:**

Mr. Zinni, Superintendent, Dr. Gilson, Assistant Superintendent, Mr. Azer, Director of Finance

**APPROVAL OF EXECUTIVE SESSION MINUTES:**

None

## **REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT**

### **District Update:**

Mr. Zinni shared information on the following topics:

- Congratulations were extended to the students who were inducted into the National Honor Society.
- Students of the KP Music Program performed two holiday concerts that were very well attended by the KP Community.
- The Diversity, Equity and Inclusion Group held its first meeting. Thank you to Ms. Pepple and Mr. Waxman who attended to help the KP community develop an action plan.

Mr. Zinni commended students, staff, and local police departments during a very difficult and anxiety-ridden week for their management of a major concern stemming from a national *Tik-Tok* message which contained increasingly disturbing challenges. Mr. Zinni pleaded that parents monitor their children on social media.

Mr. Zinni gave an update on a HS problem with bathrooms in which students were released early due a plumbing issue. The system has been cleared and school will be held on Tuesday.

Mr. Knott addressed Ms. McFarland's statement re communication which she voiced during the Public Comment period. Mr. Knott has reviewed her email and feels that everything asked of Ms. McFarland has been answered. He asked that Mr. Zinni cover whatever assembly comments were made by Mr. Alves. Mr. Zinni explained the process in which administrators may conduct assemblies with students on behavioral issues especially during a pandemic and the reminder of social distancing as a safety measure.

### **Mask Status:**

Mr. Zinni gave an update on the mask status. The Middle School has not yet met the threshold for a waiver. DESE Commissioner will be revising the mask mandate in December. Mr. Zinni will update the Committee with any new information provided from DESE.

### **FY22 Teacher Diversification Pilot Program Grant Award:**

Mr. Zinni and Dr. Gilson shared with the Committee the notification from the Commonwealth of Massachusetts that the district has been awarded an FY22 Teacher Diversification Pilot Program Grant in the amount of \$22,838.00 to continue to improve the educational opportunities.

## **UNFINISHED BUSINESS:**

### **KP Website Update:**

Based upon suggestions received by School Committee members at the December 6, 2021, meeting, Mr. Zinni provided an update on the KP Website and provided a tutorial. He indicated that the Covid-19 Dashboard has been added back to the website and will be updated on Wednesdays.

### **NEW BUSINESS:**

#### **2021-2022 Superintendent Goals**

Mr. Zinni provided his 4 goals for the 2021-2022 School Year. Discussion followed on the process of how the goals and the evaluation tool is determined which Mr. Zinni explained is a collaborative discussion between the school committee and the superintendent.



Mr. Waxman asked for clarification about how these goals align with the performance evaluation of the superintendent and asked for detailed information about how the performance evaluation works and if there is an opportunity for the school committee to determine any additional or different goals than those that are presented and if copies of last year's goals and evaluation could be provided. Discussion followed that further discussion on goals and the evaluation process could be held at a separate meeting, at discussion at the meetings and subsequent meetings if needed, or it could be a subcommittee. Mr. Khan asked that this be on the agenda at the next meeting.

**FY22 Budget:**

Mr. Azer provided an update on the FY22 Budget.

**FY23 Budget:**

Mr. Azer provided the FY23 projected budget

- Discussion ensued on charter school enrollment and its impact on elementary and KP budgets and the financial implications on the individual town budgets. Further data to consider would be the percentage of students who return to public school after attending a charter school; why are these children attending a private school or charter school; and outgoing survey data.

**REPORTS FROM SUBCOMMITTEES:**

Mr. Zinni provided an update on upcoming meeting dates for subcommittees:

- Policy Subcommittee Meeting: Thursday, January 20, 2022, at 6pm
- Finance Subcommittee Meeting, Monday, January 31, 2022, at 7pm
- Negotiations Subcommittee meeting dates to be determined for Units A, C and D

**Job Descriptions:**

**MS Dean of Students (1<sup>st</sup> reading):**

Mr. Zinni presented the job description for MS Dean of Students. He explained that at the December 6, 2021, meeting, the School Committee approved a HS Dean of Students job description. Based upon the need, the district is recommending a MS Dean of Students as well to cover discipline. This position has been vetted through the Finance Subcommittee. This position is being proposing as a new position until the end of the school year and will be evaluated at that time. Mr. Khan noted that the KPTA advocated for this administration position.

**Substitute Coordinator (1<sup>st</sup> Reading):**

Mr. Zinni presented the job description for Substitute Coordinator and explained that currently the assistant principals cover absences for their buildings prior to the start of the school day. This would be a stipend position to a clerical worker or posted as a part-time position. This position has also been vetted through the Finance Subcommittee.

- ✦ A Motion was made by Mr. Waxman, seconded by Mr. Khan, to waive the 2<sup>nd</sup> reading of both positions and to approve the job description for Substitute Coordinator and MS Dean of Students, as presented. All in favor: Yes (9); No (0); Abstain (0). Motion carried: 9-0-0

**REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

- Norfolk School Committee Representative: Ms. Ward – Dr. Allardi presented her professional goals and benchmarks for the next two years; facilities update from Mr. Haffner; Capital Project Update; Renewed partnership with the Norfolk Teachers Association.
- Plainville School Committee Representative: Mr. Brenneis – No update at this time.

- Wrentham School Committee Representative: Ms. Almeida – Discussion on threat that was investigated by the Wrentham Police Department and determined that the threat was not credible; Change in mask mandate policy for students 5 and under.

**LATE COMMUNICATIONS:**

None

**REPORTS OF SPECIAL COMMITTEES:**

None

**RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS:**

**ADJOURNMENT:**

At 8:45pm, a Motion was made by Mr. Cates, seconded by Mr. Knott, to adjourn. All in favor:

Yes (9); No (0); Abstain (0). Motion carried 9-0-0

Mr. Khan, Chair, adjourned the meeting.

*Respectfully submitted,*

*Mrs. Elisa B. Witkus*

*Secretary to the School Committee*

**Documents presented on December 20, 2021**

Agenda, December 20, 2021

Draft Minutes: December 6, 2021

HS Student Council Report

Superintendent Goals for 2021-2022

FY2022 Budget Update

FY2023 Budget Update

# King Philip High School School Committee Report

Submitted by Ahunna James

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January 10, 2022

## School Wide

Everyone enjoyed a much needed break for the holidays and easing back into the school year.

To help get us through the winter doldrums, the interclub council spearheaded a winter wonderland theme for the building. The interclub council is composed of leaders from each of our clubs facilitated by student council, KP Cares and Dr. Mobley. The council tries to meet once a month as a means to improve school communication amongst students and administration.

## Sports

To get up to date information regarding scheduling check Arbiter Live and search for King Philip. There have been many scheduling changes.

## Fine and Performing Arts

### Music

Chamber Recitals (small groups) will take place on Wednesday and Thursday, January 19 and 20 in the auditorium at 7pm.

Winter Guard, Indoor Percussion and Jazz have all begun their winter practices for their upcoming competitions.

World Percussion (African drumming and steel drums) has started again. Participants are still welcome as the program is open to the community and students. Rehearsals are on Wednesdays at 5:30pm in the music suite.

## Clubs

### DECA

As of Thursday morning, January 6, KP DECA qualified 40 out of 40 projects at the District 2 conference. There were 16 groups who earned first place, 12 in second place, 7 in third place, four in fourth place, and one in fifth place. Two more groups were competing on Thursday. Students are looking forward to their state conference in March in Boston.

### Mock Trial

The Mock Trial Team will be scrimmaging against Attleboro and Andover, in preparation for their competitions against Foxboro Regional Charter School, Lowell Catholic High School, and Archbishop Williams High School.

### Class of 2022

The 2022 student government has continued hosting prom committee meetings. They are also planning for the Senior Supper on January 13th.

### KP Cares

KP Cares created a "Sliding into the New Year" bulletin board where members can post their New Year's resolution. . During the middle of January, they will create another bulletin board for the "No Name-Calling" week.

On January 9th, Members will stuff envelopes to help the Norfolk Library.

### Student Council

Martin Luther King Day is also referred to as a day of giving. Student Council is going to sponsor a week of giving to replenish the local food pantries.



# King Philip Regional School District

18 King Street  
Norfolk, MA 02056  
Telephone: 508-520-7991  
District Main Fax: 508-520-2044

## Superintendent Goals for 2021-2022

1. By June 2022, I will develop and defend a fiscally appropriate budget, designed to provide all students with a high-quality education.
  - *FY 2022 Measure of Achievement: Approval of fiscally appropriate budget that supports district's mission and strategic plan.*
2. By June 2022, I will continue to increase the quality and quantity of communication to parents, the community and school committee.
  - *FY 2022 Measure of Achievement: Demonstration of multiple and timely communication tools used to communication to parents, the staff and the community and school committee.*
3. By June of 2022, I will investigate early college opportunities for King Philip high school students and if feasible present an implementation plan for the 2022-2023 school year.
  - *FY 2022 Measure of Achievement: End of year report outlining results of the investigation & possible 2022-2023 implementation plan.*
4. By June of 2024, I will ensure the full implementation of the district's 2019-2024 strategic plan.
  - *FY 2021 Measure of Achievement: Successful completion of milestones per benchmark schedule.*



# 2021 End-of-Cycle Summative Evaluation Report: Superintendent Paul A. Zinni

The respondent's email (**null**) was recorded on submission of this form.

1. Email \*

Step 1:  
Superintendent's  
Performance Goals

Goals should be SMART and include at least one goal for each category:  
professional practice, student learning, and district improvement.

2. Professional Practice (1): By June 2021, I will create and implement a professional development plan for all King Philip Regional School Staff and School Committee that is aligned with the District's Strategic Plan.

*Mark only one oval.*

- Did not meet
- Some progress
- Significant progress
- Met
- Exceeded

3. Student Learning (2): By June 2021, I will continue to increase the quality and quantity of communication to parents, the community and School Committee.

*Mark only one oval.*

- Did not meet  
 Some progress  
 Significant progress  
 Met  
 Exceeded

4. District Improvement (3): By June 2021, I will develop and defend a fiscally appropriate budget, designed to provide all students with a high-quality education.

*Mark only one oval.*

- Did not meet  
 Some progress  
 Significant progress  
 Met  
 Exceeded

5. District Improvement (4): By June of 2024, I will ensure the full implementation of the District's 2019-2024 strategic plan.

*Mark only one oval.*

- Did not meet  
 Some progress  
 Significant progress  
 Met  
 Exceeded

6. District Improvement (5): By June 2021, I will review and update the District's Policy Manual to ensure that all policies are current and aligned with MASC recommendations and ensure that procedures and protocols are in place to implement these policies.

*Mark only one oval.*

- Did not meet
- Some progress
- Significant progress
- Met
- Exceeded

Step 2a: Superintendent's Performance  
Rating for Standard I: Instructional  
Leadership

Check one box for each indicator and  
indicate the overall standard rating below.

7. I-B-2 Quality of Effort and Work: Sets and models high expectations for the quality of content, student effort, and student work district-wide and supports administrators to uphold these expectations consistently.

*Mark only one oval.*

- Unsatisfactory
- Needs Improvement
- Proficient
- Exemplary



8. I-C-2 Adjustment to Practice: Provides the resources for planning time and effective support for administrator teams to review assessment data and identify appropriate interventions and adjustments to practice. Monitors administrators' efforts and successes in this area.

*Mark only one oval.*

- Unsatisfactory  
 Needs Improvement  
 Proficient  
 Exemplary

9. I-D-2 Observations and Feedback: Typically makes at least three unannounced visits to each school to observe principal practice every year and provides targeted constructive feedback to all administrators. Acknowledges effective practice and provides redirection and support for those whose practice is less than Proficient.

*Mark only one oval.*

- Unsatisfactory  
 Needs Improvement  
 Proficient  
 Exemplary

10. I-E-1 Knowledge and Use of Data: Guides administrators and supports them in identifying a range of appropriate data sources and effectively analyze the data for decision-making purposes.

*Mark only one oval.*

- Unsatisfactory  
 Needs Improvement  
 Proficient  
 Exemplary

11. I-E-2 School and District Goals: Uses data to accurately assess school and district strengths and areas for improvement to inform the creation of focused, measurable district goals. Provides support to principals in their efforts to create focused, measurable school goals.

*Mark only one oval.*

Unsatisfactory

Needs Improvement

Proficient

Exemplary

12. Overall Rating for Standard I (Check One). The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.

*Mark only one oval.*

Unsatisfactory

Needs Improvement

Proficient

Exemplary

13. Comments and Analysis (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):

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Step 2b: Superintendent's Performance Rating  
for Standard II: Management and Operations

Check one box for each indicator and  
indicate the overall standard rating below.

14. II-B-1 Recruitment and Hiring Strategies: Leads the District's recruitment and hiring process and, through it, consistently identifies effective administrators and educators who share the District's mission.

*Mark only one oval.*

- Unsatisfactory  
 Needs Improvement  
 Proficient  
 Exemplary

15. II-C-2 Time for Collaboration: Sets expectations for administrator team meetings and creates a schedule that provides sufficient meeting time for all team meetings. Prevents or deflects activities that interfere with administrators' ability to focus on the agenda during team time. Establishes norms for effective team behavior.

*Mark only one oval.*

- Unsatisfactory  
 Needs Improvement  
 Proficient  
 Exemplary

16. II-E-1 Fiscal Issues: Develops a budget that aligns with the District's vision, mission and goals. Allocates and manages expenditures consistent with district/school-level goals and available resources.

*Mark only one oval.*

- Unsatisfactory  
 Needs Improvement  
 Proficient  
 Exemplary

17. Overall Rating for Standard II (Check One): The education leader promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing and scheduling.

*Mark only one oval.*

- Unsatisfactory  
 Needs Improvement  
 Proficient  
 Exemplary

18. Comments and Analysis (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):

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Step 2c: Superintendent's Performance Rating  
for Standard III: Family and Community  
Engagement

Check one box for each indicator and  
indicate the overall standard rating  
below.

19. III-A-2 Community and Business Engagement: Establishes ongoing relationships with community organizations, community members, and businesses. Engages them to increase their involvement to maximize community contributions for district effectiveness.

*Mark only one oval.*

- Unsatisfactory  
 Needs Improvement  
 Proficient  
 Exemplary

20. III-C-1 Two-way Communication: Sets clear expectations for and provides support to administrators to communicate regularly with families using two-way communication channels, including careful and prompt response to communication from families. Supports administrators to maximize the number of face-to-face family/teacher interactions.

*Mark only one oval.*

20.  Unsatisfactory  
 Needs Improvement  
 Proficient  
 Exemplary

21. Overall Rating for Standard III (Check One): The education leader promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the district and its schools.

*Mark only one oval.*

- Unsatisfactory
- Needs Improvement
- Proficient
- Exemplary

22. Comments and analysis (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):

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Step 2d: Superintendent's Performance  
Rating for Standard IV: Professional Culture

Check one box for each indicator and indicate the overall standard rating below.

23. IV-A-3 Meetings: Plans and leads well-run and engaging administrator meetings that have clear purpose, focus on matters of consequence, and engage participants in a thoughtful and productive series of conversations and deliberations. Establishes clear norms for administrator team behavior.

*Mark only one oval.*

- Unsatisfactory
- Needs Improvement
- Proficient
- Exemplary

24. IV-D-2 Continuous Learning of Administrator: Reflects on and improves personal practice, sets meaningful goals, and develops new approaches in order to improve efficiency and practice.

*Mark only one oval.*

- Unsatisfactory  
 Needs Improvement  
 Proficient  
 Exemplary

25. Overall Rating for Standard IV (Check One): The education leader promotes the learning and growth of all students and the success of all staff by nurturing and sustaining a districtwide culture of reflective practice, high expectations, and continuous learning for staff.

*Mark only one oval.*

- Unsatisfactory  
 Needs Improvement  
 Proficient  
 Exemplary

26. Comments and analysis (recommended for any overall rating of Exemplary, Needs Improvement or Unsatisfactory):

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Step 3: Rate Overall Performance:

27. Step 3: Rate Overall Summative Performance (Based on Step 1 and Step 2 ratings; check one)

*Mark only one oval.*

- Unsatisfactory  
 Needs Improvement  
 Proficient  
 Exemplary

Step 4: Rate Impact on Student Learning

28. Check one only:

*Mark only one oval.*

- Low  
 Moderate  
 High

Step 5: Add Evaluator Comments

29. Comments and analysis are recommended for any rating but are required for an overall summative rating of Exemplary, Needs Improvement or Unsatisfactory or Impact on Student Learning rating of high or low.

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