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**PERSONNEL / CONTRACT NEGOTIATIONS SUBCOMMITTEE  
MEETING**

**MINUTES**

**Monday, September 28, 2015**

**Mt. Hope High School**

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**Present:**

**Subcommittee: Paul Silva, Chair, Diana Campbell, Karen Lynch and John Saviano**

**School Committee and Administration: Erin Schofield (arrived at 6:31 p.m.), and Mario Andrade Superintendent (arrived at 6:07 p.m.);**

**Paul Silva called the meeting to order at 6:00 PM.**

**Approval of Minutes:**

**MOTION: John S. made a motion to approve the minutes of the September 14, 2015 meeting; seconded by Karen L. The motion passed unanimously.**

**Personnel Recommendations #S2015-56**

**No questions or concerns were raised regarding the Personnel**

**Recommendations.**

### **Executive Session**

**There was no need for an executive session.**

### **Superintendent's Evaluation Tool**

**Paul S. requested input from subcommittee members regarding review of the current Bristol Warren Regional School District Superintendent's Summative Evaluation form (CBG-E), RIASC's Sample Superintendent Evaluation and Coventry Public Schools Professional Assessment for Leaders.**

**(Mario A. arrived at 6:07 p.m.)**

**Subcommittee members shared their thoughts and a discussion ensued.**

**The Subcommittee agreed that the existing Superintendent's Summative Evaluation Form (CBG-E) is sufficient with modifications.**

**The following action items were identified for the Superintendent's Summative Evaluation Tool modification process:**

- Define purpose of evaluation**
- Define standards**
- Align with Superintendent's Goals**

- Pare down existing policy, being careful not to be too broad
- Inclusion of comments after each section {mandatory for ratings lower than 3}
- Make the Superintendent's Evaluation Tool a living document

Paul S. charged the subcommittee members with reviewing the current Superintendent's Summative Evaluation form and making modifications based on tonight's discussion and any additional items they see fit. Paul S. also asked the Superintendent to provide input.

(Erin Schofield arrived at 6:31 p.m.)

Paul S. requested that all modifications to the existing Superintendent's Summative Evaluation tool be submitted to the secretary to the School Committee by Tuesday, October 13th. Each subcommittee member's modifications will subsequently be distributed to the Subcommittee members as a whole for review prior to the Personnel/Contract Negotiations Subcommittee meeting on October 26th when the Subcommittee will discuss the suggested changes.

**Adjournment**

**MOTION:** At 6:46 p.m. John S. made a motion to adjourn the meeting; Karen L. seconded. The motion passed unanimously.

/kd