

MINUTES
OF THE
MAINE PRINCIPALS' ASSOCIATION'S
SUPERVISION AND EVALUATION COMMITTEE
JULY 22, 2013

A meeting of the MPA's Supervision and Evaluation Committee was held on Monday, July 22, 2013. Chairperson Maria Libby convened the meeting at 8:10 a.m. and welcomed committee members.

MEMBERS PRESENT: Diane Gagne, Roberta Hersom, Julie Kimball, Cari Medd, Joshua Ottow, and Lori Smail.

MEMBERS ABSENT: Amy Boles and Linda MacKenzie.

GUESTS PRESENT: Beth Schultz, former committee member and writer of draft, and Barbara Stoddard, Portland contractor working on principal and teacher evaluation.

STAFF PRESENT: Jeanne Crocker.

APPROVAL OF MINUTES OF THE LAST MEETING: On a MOTION by Gagne/Smail, the committee APPROVED UNANIMOUSLY the minutes of the February 13, 2013 meeting.

LEGISLATIVE UPDATE/MEEC UPDATE: Jeanne Crocker provided a legislative update with focus on the status of principal evaluation in the state (statute, rule-making, and latest guidance from DOE) and the nation (reauthorization of ESEA).

GOALS FOR 2012-2013 AND BEYOND: The following goals were reviewed and it was determined that the goal for 2013-2014 is to complete a comprehensive principal evaluation framework which can be used as is or with revisions by Maine school districts. Committee members will also present the framework this fall at both the MSMA and the MPA fall conferences.

- Design a tool for evaluating school administrators that is aligned with decisions made in the state this year and make it available to all school districts to use. The tool may include a feedback survey that administrators may use to solicit input from faculty, staff, parents, and students. The target audience is superintendents and school board members who must ensure that administrators are evaluated regularly.

It was decided that the committee will begin with the NAESP/NASSP document *Rethinking Principal Evaluation* and build a prototype evaluation system based on the six key areas and related suggestions regarding plan components, goals, self-evaluation, etc. There will be an introductory page, much like it currently exists, with all the necessary components of a plan.

Marzano, Marshall, Danielson, National Board Standards, and plans recently developed in other states will be used as reference materials. *Rethinking Principal Evaluation* will be fleshed out into a complete system, including tools, created by and for Maine principals. This work will be vetted and approved by the Maine Department of Education.

- Professional development will be offered to school and district leaders and teams working on the development or refinement of a teacher evaluation framework for use within their district. TIF schools will be asked to share their framework and insights. It would be ideal to have someone who could speak about all the approved frameworks, presenting the pro's and con's, time requirements, etc. Another idea is presenting a huge event with speakers representing each of the frameworks. Yet another option is having a panel of presenters from different Maine districts present their framework along with their insights on using it.

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TIF EVALUATION FRAMEWORKS: Scott Harrison presented a PowerPoint and hard copies of the TIF leader evaluation framework and answered committee questions regarding the work. The MPA may promote and post all of the work done by the Maine Schools for Excellence.

PORTLAND WORK ON EVALUATION FRAMEWORKS: Barbara Stoddard described the status of the teacher and principal evaluation frameworks and plans for moving forward.

WORK SESSION: Committee members divided into three sub-groups to focus on 1.) fine-tuning the draft that Beth had prepared, 2.) creating additional components of the framework, and 3.) extending the framework to include helpful documents such as Q/A.

Group 1 completed domains 1, 2, and 3 and will work to complete and share domains 4, 5, and 6 before the next meeting.

Group 2 created several additional components (process for identifying professional development based on evaluations, a feedback survey tool, and a document outlining implications based on level of performance). They will have more work to complete once the work of the other two groups is finalized.

Group 3 created process documents such as a timeline for evaluation. Their work needs to be word-smithed.

Maria Libby volunteered to rework the introduction.

SELECTION OF A CHAIR FOR 2013-14: On a MOTION by Ottow/Kimball, the committee UNANIMOUSLY APPROVED Cari Medd as chair of the committee for 2013-14.

NEXT COMMITTEE MEETING: Monday, September 16, 9:00 – 3:00. An additional meeting will be scheduled if necessary.

At the next meeting the committee will discuss power standards and/or weighting the standards. The work of all three groups will be reviewed.

OTHER: Maria Libby was thanked for her leadership of the committee and Beth Schultz was thanked for her six years of service and for drafting the principal evaluation template.

Committee members agreed to present the principal evaluation template at concurrent sessions of the MPA and MSMA fall conferences

ADJOURNMENT: The meeting adjourned at 3:30 p.m..

Respectfully submitted,

Jeanne Crocker
Assistant Executive Director

/tjm
7/31/13

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