

**East Granby Board of Education**  
**Special Meeting Minutes for**  
**Monday, September 10, 2018**

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**Board Members Present:**

Mr. Bob Ravens-Seger  
Mr. Bob Paskiewicz  
Mrs. Sharon Shepherd  
Mr. James Feeney  
Mr. John Welsh (6:03)  
Mr. John Ziobro  
Mrs. Lucia Ziobro

**Others Present:**

Dr. Christine Mahoney (via conference call)  
Lisa A. Kline, Board Clerk  
Rebecca Adams, Senior Staff Attorney CABE

**Board Members Absent:**

Mrs. Karey Pond  
Mr. Rob Crocker

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**I. Call to Order and Pledge of Allegiance**

With a quorum present, Chairperson Bob Ravens-Seger, called the special meeting to order at 6:00 p.m. and all recited the pledge of Allegiance.

**II. CABE Representative Information Session**

The primary responsibility of a Board and Superintendent is student achievement. Rebecca Adams reviewed strategies for effective leadership team evaluations. There is a direct connection between Board and Superintendent Goals and accountability and Board and Superintendent Evaluation. The annual process for Board and Superintendents is 1) Goal Setting; 2) Board Self-Evaluation; and 3) Superintendent Evaluation. In every school district, there should be three sets of goals: Board Goals, Superintendent Goals, and District Goals. Goals for the district should be adopted into policy. Both the Board and Superintendent should agree on a rubric of measurement to see if the goals have been met. Goals are only effective if they are continually revisited. The Board Self-Evaluation process should be done each school year to thoughtfully and constructively evaluate its performance. It is important that the Board factor the Superintendent's perspective into its self-assessment. The Board self-evaluation may be conducted in executive session pursuant to Connecticut State Laws. "The Board of Education shall evaluate the performance of the superintendent annually in accordance with guidelines and criteria mutually determined and agreed to by such Board and Superintendent." C.G.S. 10-157(a). It also requires that the Board and the Superintendent design and agree on the process and the criteria by which the Superintendent will be evaluated. The Superintendent and Board evaluation may be held in executive session consistent with Connecticut State Law. Rebecca Adams elaborated on the evaluation process as well as the evaluation timeline. Key Components of successful and effective evaluations of the superintendent involve leadership performance areas. Examples include growth in

student achievement, educational leadership, organizational management, and community relations.

Dr. Mahoney reported that for coherence and to help meet goals, the Areas of Focus along with the vision, mission, and belief statement are shared with employees at the beginning of every school year. Goals are determined with the help of the stakeholders, community partners, parents, students, administrators, and teachers. To become a cohesive group, Rebecca Adams strongly suggested setting yearly goals. John Welsh shared that Dr. Mahoney puts forth a document as to what goals were attained during her evaluations.

The evaluation materials used for the superintendent's evaluation come from the Connecticut Association of Public School Superintendents and Lucia Ziobro asked if the board could entertain a new format. Rebecca Adams replied that a new format can be adopted but state statute requires that the Board and the Superintendent design and agree on the process and the criteria by which the Superintendent will be evaluated.

### **III. Adjournment**

***MOTION:*** a motion was made by John Ziobro, seconded by Sharon Shepherd, to adjourn the meeting. ***Motion approved unanimously.*** The meeting adjourned at 6:58 p.m.

Respectfully submitted,

Lisa A. Kline  
Board Clerk