The meeting was called to order at 4:35 p.m. by chair, Kate Kutash.

**In attendance:** Mark Holden, Tom Minotti, Anne Gaydos, Kathy Yolish, Dr. Darlisa Ritter, Kate Kutash and Dr. Chris Clouet

Kathy Yolish motioned and Tom Minotti seconded to approve the agenda.

Chris shared his thoughts on evaluation. Any instruments there are have both positive and negative factors. Lots of numbers and scoring might not reflect the true nature of the job. He expressed the hope that we branch out a little to look at more 360 view. He suggested that BOE members with the time could spend a day shadowing with him viewing his work.

Kathy Yolish asked Dr. Clouet how previous evaluation tools have been in comparison to the instrument that we use. Dr. Clouet responded that they both are the same and different with scoring and narrative. It is important to come up with some areas of focus, goals for the year.

Mark Holden observed that a problem with our current tool is that equal weight is given to all areas, when some like finance are not really his realm.

Dr. Ritter shared that she had brought along her 093 prep book, copyright 1989.

It was observed that some BOE members who are not in education may have difficulty with the language in some of the evaluation tools available to us, so we want to keep it simple.

Samples distributed to use as working tools for our project. These included:

- Current tool being used with 5 categories to the rubric
- Former tool’s front page to show a previous form with only 3 categories to the rubric
- CABE’s current suggested format: Policy 2400, Appendix B
- A comparison chart compiled by Mrs. Kutash comparing our current tool’s categories to the categories on the CABE tool.

Dr. Ritter shared:

- “Evaluation of Administrative/Supervisory Performance” from her 1989 manual
- A copy of an article from the Illinois Association of School Administrators “Guidelines for a Superintendent’s Contract”

Suggestion was made to determine main categories for evaluation first. It was observed that it can get cumbersome if we include all the sub categories.
Mark Holden made an observation that he liked the CABE list and suggested we work through those main headings. The Committee agreed on using the CABE headings and discovered that our previous evaluation headings are covered under the CABE format in similar categories. Business and Finance is covered under Organizational Management.

Anne Gaydos observed that the CABE document is understandable to her, who is from a non-education background. No need to dumb it down.

New BOE members need to be able to use this system. Our completed evaluation format should be included in the new BOE member packet so that new BOE members could review it prior to needing to deal with it.

Discussion was held to tweak the subheadings under each category. Wordings were revised and some subheadings were deleted to simplify and eliminate redundancies.

**Next Steps:**

- Further tweaking when we review the subheadings we have revised tonight
- Format for a narrative to be included at the conclusion
- What kind of rubric to be used

Meeting was adjourned at 5:53 p.m.

Next meeting will be held on **Tuesday, April 30, 2019 at 4:30 p.m.**