

**Salem School Committee  
Committee of the Whole Meeting Minutes  
Monday, November 22, 2021**

A Committee of the Whole (COW) meeting of the Salem School Committee was held on Monday, November 22, 2021 at 5:00 pm using the Zoom platform.

**Members Present:** Mayor Kimberley Driscoll, Ms. Mary Manning, Ms. Amanda Campbell, Dr. Kristin Pangallo, Mr. Manny Cruz, and Ms. Ana Nuncio (arrives at 5:25pm)

**Members Absent:** Mr. James Fleming

**Others in Attendance:** None

**Call of Meeting to Order**

Mayor Driscoll calls the meeting to order at 5:11pm. She notes the committee is meeting remotely and anyone interested in joining for Spanish interpretation can join the interpretation room.

**Discussion of the plan and timeline for evaluation of Superintendent Zrike**

Mayor Driscoll suggests outlining the plan for the discussion for this evening's meeting. The plan for the process and suggested goals will be reviewed. Traditionally a form has been used to identify if the Superintendent has, with proficiency, met or not met his goals with a brief summary. Expectation for creating a form, completing the form, and returning them to Ms. Manning to create a summary. Mayor Driscoll suggests waiting until the meeting on December 6th to hear from Dr. Zrike prior to completing the forms and turning them in to Ms. Manning. Next steps will include securing the form to be used, getting it out to the committee, and setting a timeline for return of the forms to Ms. Manning so there is adequate time for her to summarize the results for reporting out.

Mayor Driscoll notes the evaluations are public record individually and the report out is most commonly referenced by the public and will be presented at a public meeting. She notes all evaluations need to happen in public session.

Ms. Manning suggests reviewing the rubric via screen share to glance through to ensure there are no questions. She ponders the last time an evaluation was completed and Dr. Pangallo notes she has not completed an evaluation yet. Ms. Manning suggests reviewing each page and allowing time for questions.

Mayor Driscoll notes the rubric and assessment process being very self-explanatory with additional resources available on the MASC website to help complete the evaluation. She notes timing is most important right now with Dr. Zrike reporting to the committee on December 6th and having that be an opportunity for the school committee members to share additional

thoughts and reflections. Following this presentation, we'll utilize the rubric to identify if we think he met the goals, and if so how - if not, why including a summary of where each member has come up with their standard. Those individual summaries will be compiled into the report out summary.

Ms. Campbell shares that she is familiar with the document and notes referencing the rubric component could be most beneficial as Dr. Pangallo has not utilized the document before. Dr. Pangallo notes she is downloading a copy of the document to have on hand and questions how the committee uses the goals set forth by Dr. Zrike in addition to the rubric. Mayor Driscoll notes the evaluation is based on the goals and there may be some things on the rubric that weren't chosen to align his goals perhaps there were goals in more specific areas and the assessment is really based on the goals themselves. Ms. Campbell also shares that not every goal will be mapped on the rubric as there are many components to the process including the goals, the indicators and the standards.

Ms. Manning asks if anyone is not comfortable reviewing the rubric on their own. No one responds, and Ms. Manning proposes going into timeline discussion to establish the process of completing the evaluation process.

Mayor Driscoll proposes the timeline by reviewing dates. December 6th we have a school committee meeting and Dr. Zrike will present his reflections for his goals at this meeting. The discussion continues regarding the timeline following that presentation to complete the forms from the rubric and return them to Ms. Manning for summarizing. Ms. Manning suggests moving along with the evaluation and then completing the joint-goal setting process. Return of the goals and summaries will be returned to Ms. Manning by Monday, December 13th and presented at the School Committee Meeting on Monday, December 20th in the form of a COW ahead of the regular meeting. Discussion of a retreat in January could be a great time to discuss new goals and refine goals that have the ability to be measured.

Mr. Cruz notes a flag with the previous evaluation process as it has contractual obligations. We are in year two, consideration for when we put the stakes in the ground for thinking about the long-term contract and not operating outside of it again and securing the superintendent should the process go well. Mayor Driscoll discusses proficient marks resulting in a salary increase and conversation regarding extending the contract if markings support that.

### **Adjournment**

Mayor Driscoll entertains a motion to adjourn the School Committee of the Whole (COW) meeting this evening. Ms. Manning motioned and Mr. Cruz seconded. A roll call vote was taken.

Ms. Manning	Yes
Dr. Pangallo	Yes
Ms. Nuncio	Yes
Mr. Cruz	Yes
Ms. Campbell	Yes

Mayor Driscoll            Yes  
Motion carries 6-0

Meeting adjourned at 5:41 p.m.

Respectfully submitted by,

*Jensen Frost*

Executive Assistant to the Deputy Superintendent