

River Ridge School District
Staff-Employee Relations Committee Meeting
July 11, 2016

The Staff-Employee Relations Committee met on Monday, July 11, 2016 in the Superintendent's Office/Board Room in Patch Grove, located at 11165 County Hwy P, P.O. Box 78. The following business was conducted:

- I. **Call to Order** – Chairman Jason Cathman called the meeting to order at 4:32 pm.
- II. **Roll Call** - Jason Cathman and Ken Nies were in attendance at this meeting. Kerri Schier was unable to attend. Superintendent/Elementary Principal Dr. Jeff Athey and Business Manager Kevin Kocer were also in attendance. There were no members of the public in attendance.
- III. **Proof of Posting** - Ken Nies said tonight's meeting notice had been posted at 12:00 pm on July 5, 2016. Ken made the motion to accept that this meeting had been properly posted. Jason Cathman seconded. The motion carried on a voice vote.
- IV. **Appearances** - There were no members of the public in attendance, no one was signed up to address the Committee on this evening.
- V. **Evaluation Process for the Superintendent/Elementary Principal** - Following the last meeting (June 21, 2016), members of the Staff-Employee Relations Committee had an opportunity to look over several example evaluation forms. While Ken Nies mentioned that he liked the form that Dr. Athey had shared last time (which is similar to the form currently being used by teachers and the high school principal under Educator Effectiveness), he felt it was too cumbersome for the Board to use. The Committee preferred an example from Altoona Area School District with similar content to the Educator Effectiveness model, better terminology, and a preferred scoring component. They believe it will be easier for board members to complete. The Committee recommended a number of edits to the Altoona form. Dr. Athey will direct his administrative assistant to make the recommended changes to the Altoona form including: adding a section at the end pertaining to "goals" – (i.e., Superintendent/Elementary Principal's goals for the coming year and Board Goals for the Superintendent/Elementary Principal in the coming year). The Committee would like to examine the revised evaluation instrument prior to it going out to the full board at the July 21 meeting. Dr. Athey mentioned some things that teachers and the high school principal are required to do prior to him completing their summative evaluations. For example, they are asked to do a "self-reflection" of their strengths and areas for growth in each of the standard areas (i.e., identify two strengths and two areas for growth). They are to identify one SLO (goal) to work on that is written as a smart goal (i.e., is measureable). They are to identify one Personal/Professional goal that they are

interested in working on that doesn't necessarily have to be measurable. They are asked to survey students (and/or teachers) to obtain feedback on their performance, and they do an analysis of that data to share with their evaluator. They also must include three artifacts per standard to demonstrate this is evidence how they meet that particular standard. And, they participate in a mid-year and end-of-year conference with their evaluator to review progress of their performance. Depending upon whether they are in their first/second year of employment or on a 3-year cycle as a continuing educator, there are also X-number of informal (20 minutes) or formal (45 minutes) observations to be done. Dr. Athey also maintained that summative evaluations must be "objective" – based upon "the preponderance of evidence" (things that are directly observed) – not subjective or based on hearsay. He also mentioned to avoid using terms like "I feel" or "I think". All of this gives the evaluator multiple examples on which to base the summative evaluation.

As far as a time frame for completing the Superintendent/Elementary Principal's Evaluation for 2015-2016, the committee would like to hand the instrument out on July 21st with the expectation that it is filled out by August 10th (when the Board is scheduled to hold their next regularly scheduled meeting). The question the Committee wants to ask the Board on July 21st is: "Do we need to meet in closed session as a board to discuss what we filled out, or do we first want to meet in closed session to ask Dr. Athey some questions as to what he does to satisfy some the areas of the evaluation form? Rationale: Some of us may not know everything he does on a daily basis and would be more accurate if we could ask him some questions about each of the areas spelled out in the form. We would then have another closed session to discuss our individual evaluations as a board and work to put them together before a final closed session to discuss the actual evaluation with Dr. Athey.

Jason Cathman offered to collect the forms from individual board members, and then work to compose one collective evaluation based upon input from the seven board members. The Committee discussed completing the Superintendent's evaluation for 2015-2016 no later than mid-September. They also discussed a timeline for the Superintendent's 2016-2017 evaluation recommending completion by late February.

VI. Appearances - There were none at this time.

VII. Member Suggestions and Recommendations for Future Items

Jason Cathman reminded the Committee that once the new law goes into effect regarding hours per week/overtime that Troy Marshall's compensation as Director of Maintenance will need to be adjusted. The Committee also reminded the Superintendent about speaking with his administrative assistant in typing up the Altoona evaluation instrument with the changes they were recommending to send to

them when the minutes are done so that they can see the finished product and approve it before it goes to the full board on July 21st.

VIII. Adjournment - Ken Nies moved to adjourn. Jason Cathman seconded. The meeting was adjourned at 6:03 pm.