

TOWN OF TRUMBULL  
BOARD OF EDUCATION

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July 21, 2016

Mrs. Suzanne Burr Monaco  
Town Clerk  
Town of Trumbull

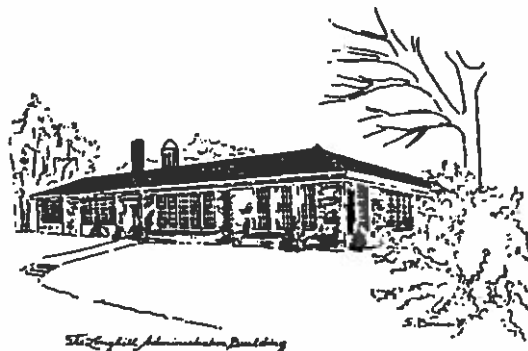
Dear Mrs. Burr Monaco:

The Superintendent's Goals & Evaluation Committee of the Trumbull Board of Education is scheduled to convene at the Long Hill Administration Building for a Special Meeting, Wednesday, July 27, 2016 at 6:00 p.m.

Sincerely,

*Loretta Chory*

Loretta Chory  
BOE Chairman



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**TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT**

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Superintendent's Goals & Evaluation Committee  
Of the  
Trumbull Board of Education

Long Hill Administration Building  
Wednesday, July 27, 2016  
6:00 p.m.

**AGENDA**

1. Discussion – Evaluation Criteria & Rubric using CABE's Spring 2016 release of Success Strategies for Leadership Team Evaluation as a guideline

## I. Growth in Student Achievement

**Definition:** The core mission of all school districts is to ensure growth in achievement for all students. While the superintendent does not deliver instruction directly to children, the superintendent has to establish a set of expectations and take other specific actions that produce a culture and a climate that fosters growth in student achievement.

### Areas of Responsibility:

- Establishes a system whereby data is collected on a regular basis regarding student achievement in all curricular areas and whereby that data is used to identify areas of instruction in which focus and emphasis needs to occur.
- Establishes a structure whereby plans for growth in student achievement are set and then, regularly revised in accordance with the relevant data regarding student achievement.
- Establishes a structure whereby staff is held accountable for implementing the plans to enhance student achievement and for the intended growth in student achievement.
- Establishes assessable goals for determining whether achievement growth strategies are successful and methods for conducting the relevant assessments.
- In concert with the Board of Education, establishes assessable school system goals for yearly performance in student achievement and methods for conducting the relevant assessments.
- In concert with the Board of Education, establishes reasonable assessable goals within the context of available resources and Board support for the Superintendent's proposals for the superintendent's own performance with respect to:
  - The extent to which the superintendent has provided the leadership required to enhance student achievement by meeting the areas of responsibility listed above.
  - The extent to which the school system has met the established system goals for student achievement.

## II. Educational Leadership

**Definition:** Educational leadership is grounded in relationships: working with the Board of Education, community and staff to define a comprehensive vision for the schools; identifying the values and ethics under which the schools function; creating a culture and climate that nurtures and capitalizes on talents and skills; setting high performance expectations for students and staff; and continuing to sustain and improve quality research-based programs to enhance teaching and learning.

**Areas of Responsibility:**

- Works with the Board of Education, staff and community to develop and implement a vision for the school system that inspires action and commitment and aligns with the values and ethics under which the district functions.
- Works with the board of education to develop and implement a plan of action and a strategic operating plan that aligns with a theory of action.\*
- Promotes a school culture and climate of continuous improvement and accountability.
- Builds capacity by designing and implementing comprehensive professional development plans for staff.
- Establishes structures and processes that sustain a culture and climate of continuous improvement.
- Provides instructional leadership in the areas of curriculum, instruction, assessment, evaluation of staff and data informed decision making to optimize learning for all students.

\*A theory of action identifies a specific set of actions that if taken will result in a specified outcome that is grounded in a vision of learning.

**✓III. Organizational Management**

**Definition:** Organizational management concerns the effective facilitation of the day-to-day operations of the school district and its programs.

**Areas of Responsibility:**

- Develops and manages a comprehensive approach to human capital that aligns to district vision, strategies and goals consistent with Board of Education policy, recruiting, hiring and retaining personnel for the district and includes a system of support, supervision and consistent evaluation.
- Develops and manages a comprehensive approach to fiscal resources that align to district vision, strategies and goals for consideration by the Board of Education (BOE).
- Reports regularly to the BOE on the status of the budget and any other fiscal concerns or issues.
- Develops and executes effective plans, procedures, routines and operational systems that support the day to day operations of the district.
- Assists the BOE in developing policies and establishes regulations to implement the policies.

**✓ IV. Community Relations**

**Definition:** Strong community relations are critical to the success of the superintendent and the school system. The superintendent must earn respect and trust from the community and in turn, respect community members.

**Areas of Responsibility:**

- Continuously communicates and collaborates with families and community, regional and state stakeholders to support student learning and development at home, school and in the community.
- Addresses family and community concerns in an equitable, effective and efficient manner.
- Represents effectively the district to the local community.

✓ V. **Board of Education Relations**

**Definition:** A strong relationship with the Board is critical to the success of the superintendent and the school system. The superintendent must earn respect and trust from the Board and in turn, respect Board members.

- Builds trusting, collaborative and respectful relationships with Board members.
- Provides professional advice and keeps the BOE informed and updated on educational issues and the needs and operations of the school system.
- Keeps BOE members informed about significant operational issues in a timely manner.

✓ VI. **Personal and Professional Qualities and Relationships**

**Definition:** Personal and professional qualities and relationships are critical to the effectiveness of leaders and managers. Superintendents must continue to refine and develop their skills and contemporary knowledge; lead ethically and make decisions based on sound professional practice; interact in a manner that best represents the interests of the school district; and maintain a healthy balance between professional obligations and personal life.

**Areas of Responsibility:**

**Demonstrates:**

- A belief that every student can achieve at high levels.
- An urgency to improve student achievement.
- The ability to manage resistance to change and to engage in difficult conversations to maintain a consistent focus on high levels of achievement.
- The ability to explore how identity and life experiences shape assumptions and unconscious biases.
- The ability to work with diverse people and be sensitive to cultural differences.
- The ability to build trusting, respectful relationships to improve student learning.

- ✓ The ability to interact effectively with individuals and groups both within and outside the school district to accomplish the goals of the district.
- ✓ The ability to use consensus building and negotiation strategies and conflict resolution skills to lead authentic stakeholder engagement.
- ✓ Provides for a safe and orderly work environment.
- ✓ Delegates authority appropriately.
- ✓ Gives staff sufficient authority and support.
- ✓ Establishes an effective professional development system for staff that is aligned with its responsibilities for teaching and learning.
- ✓ Communicates effectively with staff regarding district goals, objectives and issues.
- ✓ Political savvy and respectful engagement across all stake holder groups.
- ✓ Effectively anticipates and responds to challenges and remains focused on the vision of high expectations when faced with adversity.
- ✓ Builds trusting, respectful relationships to improve student learning.
- ✓ Maintains high standards of ethics, honesty and integrity in all professional matters.
- ✓ Maintains poise and exhibits diplomacy in the full range of his/her professional activities.
- ✓ Is a strong advocate for public education and demonstrates the courage to support his/her convictions.