

**DUXBURY PUBLIC SCHOOLS**  
**School Committee Minutes**  
Friday, August 29, 2025  
11:00 am – Chandler School, Cauty 303

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- I. Call to Order : 10:45 am  
Present: Danielle Klingaman, Beth Wilcox, Lisa Freeley, Kellie Bresnehan, Matthew Gambino, Laurel Deacon, Kathryn Marshall, Jen Weedon
- II. Workshop with MASC Representative: School Committee Training – Superintendent Evaluation  
Guest Presenters: Sean Costello, Field Service Director, Massachusetts Association of School Committees
- Mr. Costello presents an overview of the evaluation process for the superintendent highlighting the importance of using a standardized rubric, setting SMART goals, and involving a subcommittee for collaboration.
  - Mr. Costello explains that Massachusetts is the only state that requires all steps of the superintendent evaluation to be done in public.
  - Mr. Costello recommends establishing a subcommittee to work collaboratively with the superintendent on goal setting and evaluation.
  - Mr. Costello states that every educator in Massachusetts is evaluated using the same rubric as the superintendent. The rubric includes four educational standards with indicators and descriptors for each indicator. Mr. Costello suggests that the committee determine which indicators to rate the superintendent on and to discuss the evidence required for each indicator. The committee is required to rate on all four standards and at least three required goals.
  - Mr. Costello outlines the five-step evaluation cycle: self-assessment, goal setting, implementation, mid-cycle review, and end-of-cycle review.
  - Mr. Costello explains that cycle if the superintendent has received proficient or better ratings then they are eligible to be on a two-year evaluative cycle.
  - The committee decides to vote on establishing a subcommittee and discussing moving to a two-year evaluation cycle at the next meeting.
- III. Adjournment: 11:39 pm

Respectfully Submitted,  
Suzanne Hughes  
Duxbury Business Office