

# Board Superintendent Evaluation Committee

Tuesday, September 9, 2025

## 2022-2028 Areas of Focus

#1 – Create a high quality learning environment for all

#2 – Operationalizing systems that engage and empower communities

#3 – Build a culturally responsive workforce

MESD Board Equity Lens- <https://www.multnomahesd.org/board-equity.html>

The meeting was called to order at 12:00 p.m. on Tuesday, September 9, 2025 by Committee members Jessica Arzate and Danny Cage.

### ● **CALL TO ORDER**

**Present:** Jessica Arzate  
Danny Cage

**Absent:** Katrina Doughty, Committee Chair

**Administration:** Marifer Sager, Strategic Communications and Public Affairs Director  
Heather Severns-Board Secretary

## **Key Points & Decisions**

- **Timeline:** Current superintendent evaluation **timeline retained**; aligns with the superintendent's contract. To be **shared with the full Board next week for approval**.
- **Evaluation tool:** Committee reaffirmed use of the **OSBA superintendent evaluation tool** (in place for several years).
- **360-degree feedback (this cycle):**
  - Will include **component district superintendents, ESD superintendents, and community partners** for portions they can credibly assess.
  - Plan to issue an **abbreviated instrument** tailored to external participants (omit domains they cannot observe).
- **Publication & records:** Individual responses are public records; committee typically publishes a **single synthesized evaluation "in one voice,"** with raw data

retained/available if requested.

- **Working agreements:** Reviewed; **accepted by consensus** (committee meets **as needed**).

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## Action Items

- **Heather**
  - Compile excerpts from prior 360s noting “**have not observed/no knowledge**” to guide the abbreviated external tool.
  - Draft the **abbreviated 360 instrument** (domains/questions suitable for external raters).
  - Prepare **Board packet** for next week: evaluation **timeline** and **OSBA tool** reference.
  - **Schedule a follow-up committee meeting** to finalize the 360 instrument and participant list.
- **Committee members**
  - Review Heather’s draft **abbreviated instrument** and **participant list**; provide edits at the follow-up meeting.

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## Notable Discussion & Guidance

- External input should be **scoped to observable domains**; board/cabinet/direct reports provide full-scope feedback.
- Final report will **theme and align feedback** to strategic plan goals and OSBA tool domains (consistent with past practice).

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- **Transparency expectations:** Ensure participants understand **public records** implications and typical “single-voice” publication format.
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## Next Steps (Quick Checklist)

- Heather: Prior 360 “no-knowledge” excerpts compiled
- Heather: Draft abbreviated 360 + proposed participant list
- Heather: Add timeline/tool to **next week’s Board packet**
- Committee: Follow-up session to finalize 360 instrument & outreach plan

Respectfully submitted,  
Heather Severns  
Executive Assistant/Board Secretary