



**PROCEDURES FOR SUPERINTENDENT'S EVALUATION**

The School Committee will evaluate the Superintendent's performance annually. The evaluation will be completed using current guidelines from the Department of Elementary and Secondary Education, and according to the following timeline:

Late May/Early June: The Administrative Council and School Committee collaborate to establish the District Goals.

Late June: 1) The Superintendent develops personal goals for the upcoming school year based on Summative Evaluation and established District Goals.  
2) The outline of the Annual Plan is presented to the School Committee for feedback.

Early September: The School Committee and Superintendent collaborate to identify ten (10) Priority Elements from the DESE Superintendent Evaluation Rubric, and to determine relevant measures of achievement of the Superintendent's goals and of performance on the identified priorities.

Mid September: The Superintendent presents a complete Annual Plan, which includes the Superintendent's professional goals and the School Committee's evaluative priorities, to the School Committee for final approval.

Early January: The School Committee reviews the Annual Plan and the DESE evaluation rubric and asks the Superintendent for information that clarifies work on goals, standards and elements beyond the information provided by regular reports or observable information.

Mid January: Mid-Cycle/Formative Review  
1) The Superintendent prepares a mid-cycle summary of progress toward attaining goals set forth in the Annual Plan.  
2) The School Committee Chair leads the mid-cycle review meeting.  
3) The School Committee votes on whether or not it is appropriate to consider an increase in compensation as part of contract negotiations with the Superintendent.

February/March: According to the outcome of the vote, the School Committee begins discussions with the Superintendent regarding her/his annual compensation, and details of her/his agreement, if applicable. It is the intention of the Committee that the evaluation and the compensation agreement be completed by the Annual Town Meeting.

Mid-May: The Superintendent prepares an end-of-cycle summary of progress toward attaining goals and performance on the Standards.

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- Jennifer Glass 1/27/14 2:13 PM  
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- Jennifer Glass 1/27/14 2:12 PM  
**Deleted:** a worksheet filled out by the School Committee members and Hanscom Representatives and the Superintendent's progress report(s) on his/her priorities/objectives for the year.
- Jennifer Glass 1/27/14 2:15 PM  
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- Jennifer Glass 1/27/14 2:15 PM  
**Deleted:** Superintendent will write and present to the School Committee and Hanscom Representatives his/her priorities/objectives for the coming school year. The list may include performance objectives derived from the prior year's evaluation material
- Timothy Christenfeld 1/28/14 9:57 AM  
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- Timothy Christenfeld 1/28/14 10:04 AM  
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- Jennifer Glass 1/27/14 2:37 PM  
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- Jennifer Glass 1/27/14 2:19 PM  
**Deleted:** The School Committee will appoint a subcommittee on the Superintendent's evaluation. The subcommittee will review the evaluation procedures and distribute to the School Committee and Hascom Representatives a worksheet of representative tasks ... [1]
- Timothy Christenfeld 1/28/14 10:05 AM  
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- Jennifer Glass 1/27/14 2:28 PM  
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- Jennifer Glass 1/27/14 2:38 PM  
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End-May: Summative Evaluation: The School Committee Chair asks each member to complete relevant end-of-cycle forms. Based on member input, the Chair develops a Summative Evaluation Report and ensures that it contains accurate information and appropriately reflects the individual performance of the Superintendent.  
The Superintendent may actively participate in the end-of-cycle evaluation at a regularly scheduled School Committee meeting.

Timothy Christenfeld 1/28/14 9:59 AM  
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Ref: <http://www.doe.mass.edu/eeval/>

Approved at School Committee Meeting of March 5, 1984

Reaffirmed at School Committee Meeting of January 21, 1985

Revised at School Committee Meeting of \_\_\_\_\_, 2014