



PROCEDURES FOR SUPERINTENDENT'S EVALUATION

The School Committee should evaluate the Superintendent's performance annually. The evaluation will be based on 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.

July: The 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.

November: The Superintendent will write and present a first progress report on his/her priorities/objectives for the school year.

January: 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 under the Superintendent's job description. The use of this worksheet serves to alert the School Committee and the Superintendent to potential problem areas and/or to highlight for the Superintendent and School Committee areas of particular success. The subcommittee will set the due date for return of the worksheet and will collate the results which will then be discussed by the School Committee, Hanscom Representatives, and the Superintendent.

February: The Superintendent will write and present a second progress report on his/her priorities/objectives for the school year.

The subcommittee will then prepare a written DRAFT of the Superintendent's evaluation based on a) material from the worksheet and b) the Superintendent's progress report(s) on his/her priorities/objectives. The DRAFT will also include notice of any unresolved areas which might become objectives for the Superintendent the following year. This DRAFT will be circulated to School Committee members and Hanscom Representatives for comment. If necessary, a second DRAFT will be prepared incorporating School Committee member and Hanscom Representative's suggestions. Either or both of these DRAFTS may be discussed during either an executive or open session by the School Committee.

March: The subcommittee will write and present the final evaluation report to the School Committee for approval. Taking into account the evaluation report, the School Committee will begin discussion with the Superintendent for her annual compensation, and details of her agreement, if applicable. It is the intention of the Committee that the evaluation and the compensation agreement be completed by the Town election.

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June: The Superintendent will write and present a final report on attainment of his/her priorities/objectives as part of an End-of-the-Year report.

Approved at School Committee Meeting of March 5, 1984

Reaffirmed at School Committee Meeting of January 21, 1985