



PROCEDURES FOR SUPERINTENDENT'S EVALUATION

The Department of Elementary and Secondary Education provides guidelines for the annual evaluation of the Superintendent's performance. The School Committee has established the following timeline for this evaluation process in order to respect the DESE guidelines in a manner that makes sense for the district and for the management of the Superintendent's workload.

Specifically, the School Committee aims to integrate the district goals with the Superintendent's goals; and, in setting the September deadline for the completion of the Superintendent's Annual Plan, the School Committee wishes to allow the Superintendent the time to incorporate the conclusions of one year's Summative Evaluation in the establishment of the following year's goals; and, in identifying a subset of priority elements from the complete Evaluation Rubric, the School Committee will further identify and emphasize its priorities for the school year, and it will reduce the amount of work necessary to document the Superintendent's performance.

Accordingly, the timeline that the School Committee will follow every year to evaluate the Superintendent's performance is as follows:

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.

Timothy Christenfeld 2/25/14 12:15 PM
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Jennifer Glass 1/27/14 2:15 PM
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Timothy Christenfeld 1/28/14 9:57 AM
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Jennifer Glass 1/27/14 2:37 PM
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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 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.

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- 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.

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.

Ref: <http://www.doe.mass.edu/eeval/>

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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. .

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Reaffirmed at School Committee Meeting of January 21, 1985

Revised at School Committee Meeting of _____, 2014