

## **EVALUATION OF THE SUPERINTENDENT**

The School Committee is responsible for the evaluation of the Superintendent.

The Superintendent's performance evaluation is incorporated into the District-wide goal setting and performance objective process described elsewhere in this policy manual. The annual evaluation cycle for the Superintendent shall be from July 1<sup>st</sup> through June 30<sup>th</sup>, with the following critical dates:

- By September 30<sup>th</sup> each year, the Superintendent shall present evidence of the progress made on the previous year's approved goals, including standards, indicators and elements the School Committee and Superintendent agreed to evaluate.
- By the second School Committee meeting in October each year, School Committee members shall complete in writing and present to the chairperson an End-of-Cycle Summative Evaluation Report on the Superintendent for the previous fiscal year (July 1 through June 30).
- At the first School Committee meeting in November, the School Committee shall, in open session, evaluate the Superintendent as specified below.
- By March 31<sup>st</sup> each year, the Superintendent shall present an interim, written report on the progress made on the goals agreed to the previous June.
- By May 15<sup>th</sup> each year, the Superintendent shall submit to the School Committee the district's yearly goal objectives for the upcoming fiscal year (July 1 through June 30). The document submitted to the Committee for approval shall include the goal objectives that support each of the district's overarching goals (Policy BA-E).
- By June 30<sup>th</sup> each year, the School Committee shall approve the district's yearly goal objectives for the coming fiscal year (July 1 through June 30).
- By the first meeting in September each year, the Superintendent shall submit a more comprehensive plan for the implementation of the goal objectives.
- By June 30<sup>th</sup> each year, the Superintendent shall present his or her yearly goals to the School Committee for approval for the new fiscal year (July 1 through June 30), and the School Committee and the Superintendent shall agree by which standards, indicators and elements of the Model Rubric for Superintendents shall be measured for the next fiscal year.

At the first meeting in November each year, the School Committee shall conduct a formal evaluation in open session of the Superintendent. Each committee member will be invited to speak to each section of the evaluation instrument. The Chair has the discretion to institute a time limit for Committee members' remarks. At this meeting, the chair shall read and enter into the record a written End-of-Cycle Summative Evaluation Report, using the instrument developed by the state Department of Elementary and Secondary Education (DESE) that reflects the written evaluations of each member.

In addition to the written End-of-Cycle Summative Evaluation Report that each member must complete by the second meeting in October, any notes or written materials read or referred to in the public evaluation shall become part of the public record.

Committee members are urged to carefully consider the criteria and factors in the evaluation tool and to provide honest, objective feedback that is free of politics and personal agendas. Committee members are also reminded that their evaluations are public documents; they should refrain from personal attacks, and strive to maintain a respectful tone befitting of civil discourse.

Committee members are not permitted to deliberate with other members of the Committee about the superintendent's evaluation outside of an Open Meeting in any form, including in writing, in person, by email or otherwise.

For newly hired superintendents, the process for conducting first year interim evaluations will be as specified in the contract negotiated between the Superintendent and the Committee.

**CROSS REFS:       BDFA-E-2: DISTRICT-WIDE GOAL SETTING AND  
PERFORMANCE OBJECTIVE PROCESS**

**BA-E: OVERARCHING GOALS OF THE ARLINGTON PUBLIC  
SCHOOLS**

- Open Meeting Law, M.G.L. c. 30A, §§ 18-25 (Effective July 1, 2010)
- 940 CMR 29.00: Open Meetings

**Approved and Revised:                   June 28, 2011 (September 12, 2013)**