

POLICY RELATING TO SCHOOL COMMITTEE OPERATION

EVALUATION OF THE SUPERINTENDENT

The School Committee shall annually evaluate the Superintendent. The evaluation process shall be for the primary purpose of assessing performance of the Superintendent. The evaluation shall offer an opportunity to better understand and interact with the Superintendent. It will also provide guidance for improvement of the Superintendent's performance. The procedure shall provide for opportunity for participation of all School Committee members.

The procedure for the evaluation of the Superintendent shall be as follows:

1. The Chairman of the School Committee shall include the timeline for the Superintendent's evaluation in the annual regular meeting calendar.
2. Each member of the School Committee shall receive a copy of the Superintendent's evaluation form from the Chairman of the School Committee at the September meeting.
3. Each member of the School Committee shall complete the evaluation form and return it to the Chairman of the School Committee within seven (7) days prior to the specified evaluation date, which shall occur prior to the annual Member Town elections.
4. To reflect the input of each School Committee member, the Chairman of the School Committee shall prepare a final evaluation narrative that shall be presented for adoption by the full committee on the specified evaluation date.
5. During each year, the School Committee shall provide three occasions for the Superintendent to discuss his/her performance. School Committee members will offer constructive suggestions at those times.
6. The evaluation of the Superintendent shall be conducted in accordance with the Massachusetts General Laws (MGL).

First Reading: 09/26/94
Second Reading: 10/11/94

Amendment First Reading: 08/21/95
Amendment Second Reading: 09/11/95

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