

The School Committee annually evaluates the Superintendent in order to provide feedback on his/her administration of the Westford Public Schools. The School Committee shall conduct this evaluation consistent with the timeline and guidance put forth in this policy. The Superintendent shall support these efforts by providing the required inputs to the process described below.

### **Evaluation Cycle**

Each September the School Committee and Superintendent will agree upon the Superintendent's Annual Plan as described in P2102, Goals of the Superintendent. At that time the School Committee and Superintendent shall also discuss any Superintendent proposals and/or School Committee requests regarding the evidence to be used for evaluation of the Superintendent's performance against the rubric defined in the Department of Elementary and Secondary Education Model Rubric for Superintendent. This discussion shall also cover the evidence to be used for rating the superintendent's overall impact on student learning gains.

Over the course of the year, the Superintendent shall adhere to the standards of the Evaluation Rubric and shall strive to achieve the benchmarks and goals identified in the Annual Plan. The Superintendent shall gather data, artifacts, and other evidence that demonstrates performance in relation to the Superintendent Evaluation Standards, progress in attaining the goals, and impact on student learning. As key actions and benchmarks of the Superintendent's Annual Plan are achieved, the Superintendent shall make these achievements known to the School Committee.

On or before the end of January the Superintendent shall synthesize information obtained to date on progress against each of the goals detailed in the Superintendent's Annual Plan and shall present this to the school committee for review. If there are any desired updates to the Annual Plan that result from this presentation, they shall be mutually agreed to at this time and incorporated into the Annual Plan by mid-February.

By May 15 of each year, the superintendent shall conduct a self-assessment of his/her performance against each of the Performance Standards. This assessment shall be incorporated into an overall evaluation package to the school committee which identifies:

- Performance against each of the Standards in the Superintendent's Evaluation Rubric
- Summary of the benchmarks and data presented over the year to indicate level of achievement against each goal
- Impact on student learning with data supporting the assessment

Before the end of June, the School Committee members shall then assess the goals and rate performance against the rubric. The resulting evaluation(s) shall be presented in public session, and the members shall identify the superintendent's strengths as well as areas for improvement. The deliberations of the Superintendent's performance and professional competency shall be conducted in public session.

Documentation of the Superintendent's evaluation and minutes of the deliberation shall be made available to the public.

**Table 1. Timeline for Superintendent Evaluation Cycle**

<b>Month</b>	<b>Activity</b>
July	Administration consolidates previous year’s metrics & assesses data. Superintendent drafts goals to address weaknesses, and to make progress on long-term objectives
August	Superintendent coordinates draft goals with other administrators; (S)he presents draft goals to SC before month end
September	SC and Superintendent align goals, action plans, and measurement criteria with SC vision. Superintendent may ask to address issues raised by returning staff as needed.
October	SC final approval of Superintendent Annual Plan by first meeting of October
November	Administration works through the action plans and collects evidence of progress.
December	Administration works through the action plans and collects evidence of progress.
January	Mid-year Review
February	SC adopts any changes to Superintendent Annual Plan by mid-Feb
March	Administration works through the action plans. Collects evidence of progress against goals, attainment of DESE performance standards, and impact on student learning
April	Administration works through the action plans. Collects evidence of progress against goals, attainment of DESE performance standards, and impact on student learning
May	Superintendent Self-Assessment
June	SC Evaluation of Superintendent

REFERENCES

Policy P2102 – Goals of the Superintendent

MGL Ch 69, Section 11 – Educator Evaluation Law

CMR 35 – Educator Evaluation Regulations

The Massachusetts Model System for Educator Evaluation Part VI: Implementation Guide for Superintendent Evaluation