# Guide & Tips to Completing the Evaluations

*Should you have any questions or concerns / need clarification or guidance, please contact Mrs. Deglialberti and Mrs. Hart, Evaluation Subcommittee members.*
*We are here to help.*

## SELF EVALUATION

- On Wednesday, May 8th, you will be emailed a survey monkey link to our School Committee Self Evaluation
- The evaluation only saves at the conclusion of the survey, so it must be done in one sitting as it does not save until full completion. Please be sure to give yourself at least an hour of uninterrupted time so that you don't lose any progress.
- Comments are not mandatory but they are helpful in identifying committee strengths and weaknesses. There is no expectation on length.
- The survey must be completed by Tuesday, May 14th.
- Our new MASC liaison, Alison Mallon, will email the results to the Evaluation Committee, who will create a report to be shared at either our May or June meeting (TBD).

## SUPERINTENDENT EVALUATION

**To complete the Evaluation**

1. Open the evaluation document that will be emailed to you from Nicole on Tuesday, May 14th. Please note this date on your calendar as there is approximately a week's time before it's due, on or before Wednesday, May 22nd.
2. Choose File → Download → Microsoft Word.
3. Open your downloaded document on your computer.
4. Just below the upper taskbar will be a highlighted strip that states you are viewing the document via "Protected View". Please click the Enable Editing button.
5. Immediately Save it with your last name and the words "23-24 Superintendent Evaluation". For example, I would save mine as "Hart 23-24 Superintendent Evaluation".
6. Complete Evaluation using Superintendent Costello's goals, notes, and reports which are located in the drive as well as any notes you made during her goal presentations.
    - Skip pages 1-4 and begin on page 5.
    - Complete pages 5-8.
    - With the information gathered from pages 5-8, you can now complete pages 1-4.

**Things to Note**

- When you want to check a checkbox, please delete the appropriate box and replace it with a capital "X".
- As text boxes fill, extra space will populate beneath it. When you are finished with your comment, please delete extra space so that it doesn't affect the next page. Conversely, please do not worry about editing/fitting if your text spills onto the additional page.
- Comments are highly encouraged as they support the ranking you select. It helps the superintendent as well as the committee when they understand the reasoning for a rating as many times those noted strengths/weaknesses will guide next year's goals.
- While comments are encouraged, they are only *required* for the Overall Summative Performance (page 2) and if anything other than "Proficient" is chosen for the Standards (pages 5-8).

**Upon Completion**

1. Save the final version ***in Word*** (no PDFS or Google Docs), making sure it is titled appropriately.
2. Please email your completed evaluation to the Evaluation Subcommittee Chair, Lori Hart, via email on Wednesday, May 22, 2024. Mrs. Hart will also email on the 22nd as a reminder to submit completed evaluations.

   *****DO NOT SEND IT UNTIL THE 22nd and DO NOT PUT IT IN THE DRIVE.****

**Next Steps**

- Mrs. Bilotta will share the completed evaluations with the Evaluation Subcommittee on Thursday, May 23rd.
- The subcommittee will create the final report and it will be shared Tuesday morning, June 4th, for committee discussion that evening.
- Committee will discuss final summative findings (not individual feedback), make any necessary revisions, and will vote to accept or reject the End-of-Cycle Summative Evaluation Report. The superintendent has the option to respond to the report orally and/or in writing.
- The Committee Chair will call for an executive session to discuss the contract implications of the superintendent's evaluation, *if needed*. The committee returns to public session to vote on superintendent compensation, as needed.