

<i>Policy</i>	<i>Title</i> EVALUATION OF THE SUPERINTENDENT OF SCHOOLS	<i>Code</i> CBI
---------------	--	---------------------------

HOLLISTON

The School Committee acknowledges that an annual evaluation of the Superintendent’s performance as the School Committee’s executive officer and as the administrator of the Holliston Public Schools is a key task for the School Committee. If the superintendent’s Overall Summative Performance Rating was either “Proficient” or “Exemplary” on the previous Summative Evaluation, the superintendent’s performance will be formally evaluated bi-annually based on the criteria contained in the district’s Strategic Plan and the evaluation instrument agreed upon by the School Committee and the superintendent. If the superintendent’s Overall Summative Performance Rating was either “Unsatisfactory” or “Needs Improvement” on the previous Summative Evaluation, the superintendent’s performance will be formally evaluated annually based on the criteria contained in the district’s Strategic Plan, any Improvement Plan developed to address the concerns that led to the Overall Summative performance Rating, and the evaluation instrument agreed upon by the Committee and the superintendent.

In alternative years when the superintendent is not subject to a formal Summative Evaluation, the School Committee will conduct a Formal Evaluation based on the outcomes of the district’s annual improvement goals.

A Subcommittee of at least two (2) School Committee members will be formed to manage and coordinate the superintendent’s Formative or Summative evaluation. Under ideal conditions, this subcommittee will contain at least one (1) member from the prior year’s Subcommittee so as to provide continuity from evaluation to evaluation.

The Formative or Summative evaluation process will begin in the spring, with a timeline presented by the Subcommittee and the superintendent. The Formative or Summative evaluation process will be completed before Town elections in May, so that all School Committee members participating in the evaluation have worked with the superintendent for at least one year.

The Subcommittee will disseminate a performance evaluation tool which will be filled out by all School Committee members. Each School Committee member will return the document to the Subcommittee, which will look for patterns of responses in order to create a consensus document to be shared with the superintendent privately and then summarized at the next public School Committee meeting. In addition, the superintendent will be asked to evaluate his or her own performance and to comment on the School Committee’s performance evaluation of him/her.

The superintendent will also have an opportunity during his/her evaluation process to provide feedback to the School Committee on ways in which School Committee performance has impacted the superintendent’s job performance, as well as to offer suggestions for improving superintendent/School School Committee interactions.

First Reading:	December 21, 2000
Second Reading:	January 4, 2001
Third Reading:	March 15, 2001
Policy Adopted:	March 15, 2001
Policy Amended:	March 5, 2009
Policy Reviewed:	February 11, 2019
Legal References:	MGL c. 30A s. 8-25; 603 CMR 35.00
Policy Cross Reference:	BAA; BDD
Procedure Reference:	