

EVALUATION OF THE SUPERINTENDENT

The School Committee will evaluate the performance of the Superintendent as a regular and scheduled activity. The primary purposes of the evaluation will be to continually improve administrative leadership, to strengthen the working relationship of the School Committee and Superintendent governance team, and to assist the School Committee in reviewing issues associated with the Superintendent's employment.

Guidelines

- A. The Superintendent should be involved in developing the evaluation form and standards or reviewing the existing evaluation form and standards.
- B. The evaluation(s) should be at a regularly scheduled time and place, in an executive session in which all School Committee members are present.
- C. The Superintendent should prepare for the evaluation by conducting a self-evaluation.
- D. The School Committee should prepare for the evaluation as follows:
 - 1. School Committee members will submit individual written assessments to the Chair, using the evaluation form and standards, with supporting comments giving specific examples related to conduct and/or performance.
 - 2. The Chair will develop a summary evaluation from members' written opinions.
 - 3. The School Committee will meet in executive session to review the summary evaluation and materials related to the Superintendent's performance. The Superintendent may be invited to, or excluded from, this session at the School Committee's discretion.
- E. The School Committee will meet with the Superintendent in executive session to review the evaluation:
 - 1. The School Committee as a whole will meet with the Superintendent to discuss the evaluation, which should include the summary of individual School Committee members' written assessments as agreed upon by the School Committee.

2. The evaluation should include a discussion of strengths as well as areas identified for improvement.
 3. As no form or set of guidelines can encompass the totality of the Superintendent's responsibilities, the evaluation discussion may include items not described in the evaluation form.
 4. The School Committee's evaluation should be supported by specific examples of the Superintendent's conduct/performance, and should represent the perspective of the majority of the School Committee.
 5. The Superintendent shall be given the opportunity to provide feedback to the School Committee regarding his/her perceptions of the working relationship between the Superintendent and the School Committee and other issues the Superintendent identifies as relevant to his/her job responsibilities and performance.
- F. The School Committee will meet in executive session to discuss issues such as compensation, benefits, and extension of contract that are directly related to the Superintendent's evaluation and employment. The Superintendent may be invited to, or excluded from, this session at the School Committee's discretion.
- G. The School Committee will meet with the Superintendent in executive session to discuss compensation, benefits, extension of contract and other matters relevant to the Superintendent's employment.
- H. Following the completed evaluation process, the School Committee Chair shall provide the Superintendent with a written summary of the key elements of the evaluation review.

Performance Objectives

Using the Superintendent's evaluation(s) for the year and the priorities established by the School Committee, the School Committee and the Superintendent will establish mutually agreed upon and clearly understood performance goals for the ensuing year. Progress toward these goals will be included as part of the next School Committee evaluation of the Superintendent.

Cross Reference: BDD - School Committee-Superintendent Relationship

Adopted: _____

STUDENT HANDBOOKS

In order to inform students, parents and staff members of pertinent School Committee policies, regulations, and school rules and procedures, the administration shall publish and annually revise student handbooks containing information about the school unit as a whole and the individual schools. The contents of student handbooks must conform to School Committee policies, administrative procedures, and state and federal laws and regulations.

School administrators shall conduct an annual review of the student handbooks. All first editions of handbooks and any substantive revisions are to be approved by the School Committee prior to publication.

Handbooks shall be distributed to all students the first week of each school year and to new students when they enroll.

Adopted: _____