

Procedures for Superintendent Evaluation

The following schedule will be implemented to facilitate the CBI policy.

1. AUGUST GOAL SETTING / PERFORMANCE IMPROVEMENT PLAN:

The Superintendent will share with the Union 69 Chair and three Board Chairs goals and/or results of performance improvement plan.

2. OCTOBER SELF EVALUATION:

The Superintendent shall prepare for the annual December evaluation by conducting a self-evaluation that shall be provided to Union 69 Board members during their October school committee meetings.

- a. The Superintendent will distribute blank evaluation survey forms to all members in October school committee meetings. \

3. NOVEMBER PREPARATION FOR EVALUATION:

The Board shall prepare for the evaluation as follows:

- a) When completing the evaluations, committee members will incorporate the superintendent's self-evaluation, the April (if applicable) 360 survey data, and progress toward goals as reported by the Superintendent at individual monthly School Committee meetings.
- b) Union 69 Board members will submit completed evaluations to each of the Board Chairs at the November School Committee Meetings, with supporting comments giving specific examples related to conduct and/or performance. The results will be discussed during executive sessions in each of the November School Committee meetings.
- c) Prior to the Annual Meeting held in December, Board Chairs will meet with their School Principals to solicit feedback, collate the results of the surveys from their school committee members and meet with the Union 69 Chair. The Union 69 Chair will develop a composite evaluation from members' evaluations. The composite evaluation shall be supported by specific examples of

the Superintendent's conduct/performance, and shall represent the perspective of the majority of the Board. Actual number of surveys completed shall be noted.

4. DECEMBER EVALUATION OF THE SUPERINTENDENT:

At the annual meeting in December, the Union 69 Board will meet with the Superintendent in executive session to review the evaluation:

- a. The Board will meet in executive session to review the composite summary completed by the Union 69 Chair.
- b. The Superintendent will be invited to join the executive session.
- c. The Union 69 Chair, or designated spokesperson, will speak on behalf of the entire board.
- d. The evaluation shall include a discussion of strengths as well as areas identified for improvement.
- e. 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.
- f. The Superintendent shall be given the opportunity to provide feedback to the Board regarding his/her perceptions of the working relationship between the Superintendent and the Board and other issues the Superintendent identifies as relevant to his/her job responsibilities and performance.
- g. Following the completed evaluation process, the Union 69 Chair shall provide the Superintendent with the written composite summary.
- h. All results of the surveys and the self evaluation will be kept confidential. The composite summary will be placed in the personnel file of the Superintendent. The Superintendent will be permitted to make a written reply to the evaluation results which shall be placed in the personnel file with the composite evaluation and the superintendent's self evaluation. Such written reply must be completed within ten days after the oral presentation in December.

- i. The Board will meet in a second 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 Board's discretion.

5. APRIL 360 EVALUATION: The Board in conjunction with the Superintendent will administer a Survey in April. The purpose of the Survey is to provide the Superintendent and the Board a depth of information not otherwise available to improve decision making.

6. JUNE PERFORMANCE REVIEW: At the June Union 69 meeting, the 360-Degree survey and the previously set yearly goals will be reviewed. Results of the discussion may lead to new goals being set and/or a performance improvement plan being put in place in August.

	AVS	HES	LCS
First Reading:	11/21/2016	11/14/2016	11/07/2016
Second Reading and Adoption:	12/19/2016	12/12/2016	12/05/2016
Revised:			
Second reading and adoption			

GOAL SETTING WORKSHEET

Administrator: _____ School _____ Date: _____

Question being addressed by the stated goal:

Identify a SMART Goal: (*Strategic/Specific, Measurable, Attainable, Results Oriented and Timebound*)

Action Steps What steps/activities will be initiated to achieve this goal?	Designations Who will be responsible for initiating or sustaining the action steps?	Time frame What is the realistic timeframe for each phase of the activity?	Results What evidence will you present that you are making progress toward your goal? What difference has this made?