

## SCHOOL SUPERINTENDENT'S EVALUATION

### Procedures and Timeline for 2012-2013

Because the new educator appraisal system is just beginning in Belmont, the cycle for the superintendent's evaluation will actually start with cycle step #5. Furthermore, providing the summative evaluation regularly at the start of the school year will usually allow the Committee to consider state test performance results in the evaluation. Important to note is that a superintendent's evaluation cycle, unlike the two-year cycle for status teachers, repeats annually and includes a mid-year formative assessment and the end-of-year summative assessment.

**September: Cycle Step 5: End-of-Cycle and Summative Evaluation Reports.** The superintendent prepares an End-of-Cycle Report on progress toward each goal and performance against the Standards. In a public meeting, the school committee completes a performance review and End-of-Cycle Summative Evaluation Report assessing attainment of the goals and the superintendent's performance against the Standards.

September 11 School Committee Meeting: Superintendent presents a written "End-of-Cycle" report and self-assessment.

October 2 School Committee Meeting: Prior to the meeting, but on or before September 24, School Committee Members have returned their evaluations to the Chairperson, either using the forms provided as an appendix to the state model, or in a narrative form of the respective members' choosing. In the public meeting, the Chairperson reports the collective findings of the evaluations, including the summative performance rating overall, and the collective ratings for the goals, and four standards. This "summative evaluation," which by law must occur in a public meeting, may include members' recommendations and suggestions for the Superintendent's subsequent annual plan. The meeting should also allow time for any public comments about the superintendent's performance.

**October: Cycle Step 1: Superintendent's Self-Assessment.** The superintendent conducts a self-assessment using the performance Standards and rubric, data about student learning, past progress on district goals (when available), the prior year's evaluation and rating, and other relevant evidence. Based on that assessment, the superintendent identifies at least two goals to propose to the school committee: one related to improving his or her own professional practice and one related to improving student learning.

In addition, the superintendent and school committee develop two to four district improvement goals with key strategies and benchmarks. Once adopted, the professional practice, student learning, and district improvement goals—with their key strategies and benchmarks of progress—become the Superintendent's Annual Plan. The plan serves as a basis for assessing the superintendent's performance.

October 9 School Committee Meeting: Prior to the meeting, the Superintendent will provide Committee Members a copy of proposed goals for the year, a document that will

constitute the Superintendent's Annual Plan. At the meeting, the Committee will review the proposed goals and plan and approve or amend them. The "district improvement goals" for a superintendent effectively are implied by the district's strategic plan albeit a footnote to the model that states that the Superintendent's annual plan and the district strategic plan are not the same. However, "school committees and superintendents are encouraged to coordinate these two planning processes."

**October through January: Cycle Step 3: Superintendent Plan Implementation and Collection of Evidence.** The superintendent implements the Superintendent's Plan, with assistance from the committee, as appropriate; school committee members and the superintendent individually collect evidence of progress on goals and performance against the Standards.

**February: Cycle Step 4: Mid-Cycle Goals Review.** At a mid-cycle public meeting (or series of meetings), the superintendent reports on progress being made on the goals in the Superintendent's Annual Plan. The school committee reviews the report, offers feedback, and discusses progress and possible mid-cycle adjustments with the superintendent.

February 26 School Committee Meeting: The mid-cycle review should be scheduled for one meeting only. The Superintendent will provide a written self-assessment summary prior to the meeting, and the document would then be the focus for discussion and comment.

**September: Cycle Step 5: End-of-Cycle and Summative Evaluation Reports.**

With a new school year, the cycle would begin anew. Because we are in an interim superintendency, how the schedule plays out next year will remain to be negotiated. However, for the Superintendent's evaluation to be last in the sequence of evaluations and to be conducted at the beginning of a school year makes eminent sense and is fully compliant with requirements of the model: "Committees can determine when the annual cycle starts" [*Implementation Guide for Superintendent Evaluation*, p. 7].