

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

The School Committee acknowledges that an annual evaluation of the Superintendent's performance as the Committee's executive officer and as the administrator of the Holliston Public School System is a key task for the Committee. The Superintendent's performance will be evaluated annually based on the criteria contained in the district's Strategic Plan and the evaluation instrument agreed upon by the Committee and the Superintendent.

A Subcommittee of at least two (2) School Committee members will be formed on an annual basis to manage and coordinate the Superintendent's 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 year to year. At the same time, Subcommittee members should rotate every few years in order to ensure that new viewpoints are heard.

The formal, written evaluation process of the Superintendent's performance will begin in the spring, with a timeline presented by the Subcommittee and the Superintendent. It 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 which will be shared with the Superintendent both privately and then read 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 performance evaluation.

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 Committee interactions.

First Reading:	December 21, 2000
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Legal References:	
Policy Cross Reference:	BAA (School Committee Evaluation of Operations) ; BDD (School Committee/Superintendent Relationship)
Procedure Reference:	