



**Summative Evaluation Plan: Draft**  
**Superintendent Evaluation Process for FY2019**  
**February 27, 2019**

**Final steps required for the Summative Evaluation:**

1. School Committee members approve the plan for Superintendent's evaluation.
2. Distribution of electronic workbooks, the Superintendent's self evaluation, and FY 2019 goals update will be distributed to the Committee on Wednesday, March 20<sup>th</sup>.
3. Individual evaluations sent to the Chairperson by Monday, April 1<sup>st</sup> for summative evaluation compilation.
4. The Chairperson will review the individual evaluations and draft a summative evaluation for the committee to consider. The draft summative will be shared with the School Committee and Superintendent on Friday, April 5<sup>th</sup>.
5. At the April 10<sup>th</sup> School Committee meeting, the Committee will discuss the draft summative evaluation. The draft summative evaluation will be posted on the district website.
6. Revisions to the draft summative evaluation will take place April 11<sup>th</sup> through April 26<sup>th</sup>. A final draft of the summative evaluation will be shared with the Committee on Monday, April 29<sup>th</sup>. The final draft summative evaluation will be posted on the district website.
7. Final discussion and vote to approve the summative evaluation will be at the May 1<sup>st</sup> School Committee meeting (potentially the last meeting of this full Committee). The final document and each member's individual evaluation document will be a public record.