



Summative Evaluation Plan: Draft
Superintendent Evaluation Process for FY2020
February 26, 2020

Final steps required for the Summative Evaluation:

1. School Committee members approve the plan for Superintendent's evaluation on Wednesday, February 26th.
2. Electronic workbooks, the Superintendent's self evaluation, and FY 2020 goals update will be distributed to the Committee on Wednesday, March 18th.
3. Individual evaluations sent to the Chairperson by Friday, March 27th 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 Thursday, April 2nd.
5. The Committee will meet on Friday, April 3rd for the Evaluation Discussion, which will be a working meeting. The Chairperson will make any agreed upon changes following the meeting and distribute to full Committee.
6. At the April 8th School Committee meeting, the Committee will discuss the draft summative evaluation. The draft summative evaluation will be posted on the district website.
7. Any additional revisions to the draft summative evaluation will take place April 9th through April 24th. A final draft of the summative evaluation will be shared with the Committee on Monday, April 27th. The final draft summative evaluation will be posted on the district website at that time.
8. Final discussion and vote to approve the summative evaluation will be at the May 6th 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.