

### Evaluation of the Superintendent Timeline

Step #	Procedure Description	Week 1 September	Week 2 September	Week 3 September	Week 4 September	Week 1 October	Week 2 October	Week 3 October	Week 4 October	Week 1 November	Week 2 November	Week 3 November	Week 4 November	Week 1 December	Week 2 December	Week 3 December	Week 4 December
1	Alternating bi-annual group of Principals, Directors, Management Team members, Assistant Principals, and City Manager fill out the Assessment instrument. They email or share the completed electronic form to the Chair of the School Committee to integrate the results.			→													
2	Superintendent does a self-evaluation and performance report on achievement of the goals set for the current year during the prior year's eval process. The report is sent to the Chair, along with recommendations for the next year.			→													
3	In contract year only, Chair appoints sub-committee to negotiate new contract.			→													
4	The instruments are summarized. Then a package complete with summary and self-evaluation is sent to all Committee members.				→												
5	Superintendent and School committee meet to discuss results. The committee also has the opportunity to ask questions about the Self-evaluation (including the goal performance report), Assessment summary, and/or new year's goals.								→								
6	Individual Committee members complete their evaluation form, then send to Chair.																
7	Chair uses data to write draft evaluation.																
8	Superintendent and School committee meet to discuss draft eval, finalize next year's goals, and determine salary adjustment for next fiscal year.																
9	Superintendent completes evaluation of the School Committee.																
10	Superintendent and School committee meet to discuss evaluation and set Committee goals for the following year.																
11	Continuing contract status form is signed by the Chair and submitted to the State.																
12	Chair finalizes written eval of superintendent, using adjustments from meeting in step 8 and submits to the file.																

**Assumptions:**

- (1) Based on 4 weeks per month
- (2) Timing of some activities are based on the fact that they can occur during or after regularly held meetings on the 1st and 3rd Wednesdays each month.
- (3) Inauguration of newly elected members is every two years on the 1st Monday in December. Therefore, timeline allows for evaluation completion before new committee members are inaugurated.

Auburn School Department