

R 1240 EVALUATION OF SUPERINTENDENT (M)

M

A. Frequency of Evaluation

The Superintendent shall be evaluated annually.

B. Evaluation Criteria

1. Job description

2. Annual goals

3. The following criteria as enumerated by the N.J.S.B.A. shall also be used:

a. Ability to manage;

b. Ability to lead;

c. Ability to make decisions;

d. Ability to communicate;

e. Supervision and staff development;

f. Responsiveness to others;

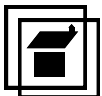
g. Creativity;

h. Ability to maintain an effective educational climate;

i. Effective implementation of Board policies and procedures;

j. Use of physical and financial resources of the district in a judicious manner;

k. Demonstration of a broad knowledge of matters that will aid in effectively managing the school district.



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C. Collection and Reporting of Evaluation Data

1. The Committee of the Board shall collect appropriate data to properly evaluate the Superintendent.
2. The Committee of the Board shall appoint not more than four members to collect the data.
3. The Superintendent shall cooperate with the Committee members of the Board designated to collect the data.

D. Preparation of Written Evaluation Report

1. The Committee of the Board shall in a committee session consider all of the collected data.
2. The Committee of the Board shall discuss the data and evaluate the Superintendent based on the evaluation criteria as described in B. above.
3. The Committee of the Board shall designate one individual to prepare a draft of the written evaluation document.
4. The Committee of the Board shall review the draft evaluation document and determine required revisions.
5. The Committee of the Board shall by majority vote approve the evaluation document and have it approved by a majority vote of the Board.

E. Conduct of Annual Performance Conference

1. The Committee of the Board shall conduct the evaluation conference.
2. The chairperson of the Committee of the Board shall chair a private session of the Committee, at which the Superintendent is present, at which the conference is conducted.
3. The Superintendent shall have the right to discuss the evaluation with the Committee of the Board and file any exceptions to the evaluation in writing.



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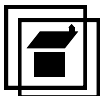
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4. ~~Any exceptions filed by the Superintendent shall be included with any copy of the Board's evaluation.~~



A. Roles and Responsibilities for the Implementation of the Annual Evaluation Policy and Procedures

- 1. The Board of Education and the Superintendent will develop and the Board will adopt a job description and evaluation criteria for the Superintendent's position based upon the Board's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent.**
- 2. The Superintendent shall have primary responsibility for data collection and reporting methods appropriate to the job description.**
- 3. The Board President, or the Board President's designee, shall oversee the annual evaluation of the Superintendent.**
- 4. The Board President shall establish timelines for completion of the annual evaluation of the Superintendent.**

B. Annual Summary Conference

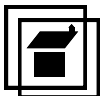
- 1. The Board of Education shall conduct an annual summary conference with the Superintendent to develop and prepare an Annual Written Performance Report.**
- 2. The annual summary conference between the Board of Education, with a majority of its total membership present, and the Superintendent shall be held before the Annual Written Performance Report is prepared and filed.**
- 3. The Superintendent shall submit to all Board members any information, documents, statistics, or any other data or information he/she would like for the Board members to consider at the annual summary conference.**
- 4. The Board President, or the Board President's designee, shall preside over the Board's annual summary conference meeting.**



- 5. The conference shall be held in executive session, unless the Superintendent requests it be held in public. The conference shall include, but not be limited to, review of the following:**
 - a. Performance of the Superintendent based upon the Board approved job description;**
 - b. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and**
 - c. Indicators of student progress and growth toward program objectives.**
- C. Annual Written Performance Report**
- 1. The Annual Written Performance Report shall be prepared and approved by a majority of the Board of Education's total membership by July 1 and shall include, but not be limited to:**
 - a. Performance area(s) of strength;**
 - b. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-7.1(c)2;**
 - c. Recommendations for professional growth and development;**
 - d. Summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and**
 - e. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten teaching staff member working days after the report's completion.**



- 2. The Board President, or the Board President's designee, shall prepare a draft of the Annual Written Performance Report after the annual summary conference.**
- 3. The draft of the Annual Written Performance Report shall be disseminated to all Board members for review and comment before presenting the draft report to the Superintendent.**
 - a. In the event a Board member believes a provision(s) of the draft of the Annual Written Performance Report is not in accord with the provisions agreed to by a majority of the Board during the annual summary conference, the Board member shall submit in writing their proposed revision(s) to the drafter of the Annual Written Performance Report. The draft of the Annual Written Performance Report may be revised by the drafter of the report if the drafter agrees with the Board member's proposed revision. In the event the drafter does not agree with the proposed revision(s), the issue shall be presented to the full membership of the Board of Education in executive session to make a final determination.**
- 4. The draft of the Annual Written Performance Report shall be presented to the full membership of the Board of Education in executive session for discussion and approval after the draft report has been disseminated to all Board members for review. The Superintendent shall receive a copy of the draft of the Annual Written Performance Report from the Board President, or Board President's designee, prior to the executive session where the Board is scheduled to discuss and approve.**
- 5. In the event the Superintendent does not agree with a provision(s) in the draft of the Annual Written Performance Report, the Superintendent shall be provided an opportunity to discuss with the full membership of the Board reconsideration of the disputed provision(s).**
- 6. A majority of the Board's full membership shall approve the draft of the Annual Written Performance Report before**



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presenting the final Annual Written Performance Report to the Superintendent.

7. The Superintendent may submit a written response to the final Annual Written Performance Report, which shall be attached to the report.

D. Nontenured Superintendent of Schools

1. The evaluation procedure for a nontenured Superintendent shall also be completed by July 1 each year.

Adopted: 9 April 2009

Revised: 14 November 2013

