

EVALUATION OF SUPERINTENDENT REGULATIONS

Recognizing their responsibilities for evaluating the Superintendent's performance, the Board of Education has established, in consultation with the Superintendent, the evaluation process outlined herein.

1. At the beginning of the school year the Board, in consultation with the Superintendent, shall identify goals and objectives that she/he will seek to accomplish during the course of the school year. These goals should be few in number and realistic for the Superintendent to achieve. Agreement on these goals and objectives should be achieved no later than the September action meeting of the Board.
2. During the course of the year, particularly at an executive session in January, the Superintendent shall provide the Board trustees with an interim assessment of his/her progress toward attainment of the goals and objectives. The Superintendent may suggest that a stated goal be modified or eliminated, subject to a final determination by the Board.
3. In early May of each school year, the District Clerk shall forward via e-mail to the Superintendent and each Board trustee a copy of the Regulations for the Evaluation of the Superintendent 0320_R, the evaluation instrument 0320_E and the schedule for the annual evaluation process.
4. By May 15th or shortly thereafter, the Superintendent shall complete a self-evaluation of his/her performance during the school year, utilizing the performance evaluation instrument. In the self-evaluation, the Superintendent shall provide written narratives discussing his/her progress, including specific examples toward meeting the Board adopted district goals and objectives for the school year and shall provide his or her assessment on those items as well as, narrative comments for each of the performance indicators. The Superintendent shall provide the District Clerk with a copy of his or her self-evaluation. The Superintendent's self-evaluation shall be distributed to Board trustees by the District Clerk prior to the scheduling of the meeting described in step 7/8, below.
5. After receiving the Superintendent's self-evaluation each Board trustee shall complete an evaluation of the Superintendent, utilizing the Board adopted performance evaluation instrument. Each Board trustee shall complete the written narrative portion of the instrument, as well as the ratings with respect to each of the performance indicators, including specific examples relating to the Board trustee's assessment. Each trustee shall provide their evaluation to the District Clerk.
6. The District Clerk shall compile the Board members' evaluations into a comprehensive summative compilation of members' evaluations. The individual evaluations from Board trustees shall be maintained by the District Clerk in a sealed envelope.
7. The Board shall meet in a properly noticed Executive Session, without the Superintendent present, to discuss the summative composite rating document and the Superintendent's self-evaluation. During the Executive Session, the Board shall discuss the compiled ratings and the Superintendent's self-evaluation and identify: a) agreements on areas of strength; b) agreements on areas for improvement; and c)

specific areas of focus that the Board would like to see. The Board shall seek to achieve a consensus; however, if the Board does not reach consensus as to any of these matters, the assessment of a majority of the Board shall prevail.

8. After completion of the final written evaluation, the Board trustees shall meet with the Superintendent in Executive Session, to discuss the evaluation. At least five work days prior to the meeting, the Board President shall provide the Superintendent with a copy of the final evaluation of the Board. This discussion will take place during the month of June.

Should the Superintendent provide a written response it must be provided to each Board trustee three work days prior to the meeting to ensure that the Board has ample time to review the Superintendent's response.

9. Consistent with the Freedom of Information Law and the Public Officers law, portions of this evaluation, may be available to a member of the public upon written request.

10. All documents that pertain to the Superintendent's evaluation shall be maintained by the District Clerk in a confidential file. At the conclusion of the Board's evaluation process, each Board trustee shall return all documents that are exempt from disclosure under FOIL (individual evaluations, the summative compilation and the Superintendent's self-evaluation) to the District Clerk who shall destroy or shred them. All Board trustees shall delete from his district issued computer or device utilized for the evaluation process all copies of these confidential evaluative documents.

Adoption date: September 16, 2015

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