

REGULATION

Upper Freehold Regional School District

Section: Administration

1240. EVALUATION OF SUPERINTENDENT

Date Created: February, 2004

Date Edited: February, 2004

Date Edited: February, 2012

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A. Frequency of Evaluation

The Superintendent shall be evaluated **annually** (frequency).

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.

C. Collection and Reporting of Evaluation Data

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

D. Preparation of Written Evaluation Report

1. The **Evaluation** Committee of the Board shall in a committee session consider all of the collected data.
2. The **Evaluation** Committee of the Board shall discuss the data and evaluate the Superintendent based on the evaluation criteria as described in B. above.
3. The **Evaluation** Committee of the Board shall designate one individual to prepare a draft of the written evaluation document.
4. The **Evaluation** Committee of the Board shall review the draft evaluation document and determined required revisions.
5. The **Evaluation** 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 **Evaluation** Committee of the Board shall conduct the evaluation conference.
2. The chairperson of the **Evaluation** 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

Evaluation Committee of the Board and file any exceptions to the evaluation in writing.

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

~~A. Superintendent's Performance Review Procedure~~

- ~~1. Each February, prior to the Superintendent's performance review, the Board members will receive a copy of the "Superintendent's Review Procedure" and the "Superintendent's Performance Review Worksheet."~~
- ~~2. The Board President will set a date for a special meeting to discuss the Superintendent's review. The special meeting should take place during March and before the regular business meeting of the Board for March.~~
- ~~3. During the special meeting, the Board reviews each question rated by each Board member. A short discussion for each question will take place giving each Board member a final opportunity to make a comment or to change their rating if necessary.~~
- ~~4. Each Board member signs their own review work sheet and forwards it to the Board President.~~
- ~~5. The Personnel Committee or a Board member assigned by the President will complete the "Superintendent's Review Points Computation Summary" form by imputing the rated points provided by each Board member.~~
- ~~6. At a closed session during the first public Board meeting following the special meeting to review the Superintendent's performance, the Board President will return the performance review worksheet to each originator. A copy of the completed review points summary form will also be provided to each Board member. The Board President will provide the Superintendent with a completed copy of the "Superintendent's Review Points Computation Summary Form". Also during this closed session meeting an open discussion including the Superintendent will take place and the annual summary conference with the Superintendent will follow.~~
- ~~7. The Board President will prepare a draft written performance report and submit a CONFIDENTIAL copy to each Board member for their review and comments prior to the April business meeting.~~

8. The Board President will finalize the written performance report and present it to the Superintendent at the April business meeting.

B. Superintendent's Merit Review Worksheet

Review completed by: _____

Review date: _____

Reviewing the working performance of an individual is a very difficult task even for the trained professional. Each Board member must exercise his/her responsibility to do the best possible job in preparing the review.

C. Review Guidelines

1. Do not base your entire judgment on recent events or isolated incidents, either positive or negative.

2. Review the Superintendent's work performance for the entire review period.

3. Contemplate and evaluate only one performance factor at a time.

4. Be consistent and use fair judgment through out the entire rating process.

5. Go over the review rating worksheet a second time, preferably at least two days later; if you have made changes to five or more rating factors you should consider starting over a new work sheet.

6. Rating Scale

4—Commendable

3—Above Average

2—Satisfactory

1—Marginal

0—Unsatisfactory

D. Superintendent's Performance Review

Instructional Leadership

1. Provides high quality educational programs and services to all students.
(Rating 43210)

Comments:

2. Able to manage, delegate, motivate and guide the Supervisory Leadership Team.

(Rating 43210)

Comments:

3. — Renders an environment of high morale within the District's staff and students by maintaining open lines of communication, giving attention to needs and being accessible to his/her staff.

(Rating 43210)

Comments:

4. — Encourages and urges the development of instructional diversity, alternatives and flexibility to execute an up to date state of the art educational system. Prepares the District's students at a competitive educational level.

(Rating 43210)

Comments:

5. — Develops and monitors programs for annual assessment of student needs and achievement. Follows through with the assessment results to achieve and maintain high standards.

(Rating 43210)

Comments:

6. — Recommends and participates in the development of curricula, courses, textbooks and schedules.

(Rating 43210)

Comments:

7. — Able to implement and achieve short and long term goals set forth by the District's Board.

(Rating 43210)

Comments:

Personnel Administration

8. — Develops recruitment procedures to assure well qualified applicants for professional and nonprofessional positions. Conducts candidate interviews along with appropriate staff. Reviews the interview results, the applicants background and qualifications. Recommends all staff appointments to the District's Board and provides the Board with sufficient information and ample time for Board's final approval.

(Rating 43210)

Comments:

9. — Ensures that all staff is evaluated annually. Participates in the evaluation of staff and approves the evaluations. Makes good judgment decisions in order to recommend professional employees for contract renewal and/or tenure

appointment.

(Rating 43210)

Comments:

10. Assigns and transfers employees as necessary to best serve the District's interests and needs. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.

(Rating 43210)

Comments:

Financial Management

11. Able to accurately plan and prepare the District's financial/operational annual budget. Ensures that the District has long-range financial and facility improvement plans. Prepares a contingency plan with prudent financial reserves to deal with reasonable unforeseen emergency expenditures.

(Rating 43210)

Comments:

12. Has a sound understanding of the District's financial activities, implements the approved budget and monitors the budget's line items accurately. Understands the GAAP reporting system and implements its format for the District's financial affairs.

(Rating 43210)

Comments:

13. Seeks out available financial sources from governmental institutions and/or grant funding to support operations, expansions, programs and projects.

(Rating 43210)

Comments:

14. Maintains accurate records for the District, including the following: financial accounts, personnel, school population.

(Rating 43210)

Comments:

School/Community Relations

15. Promotes community support of the schools. Solicits community opinions regarding school and educational issues. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.

(Rating 43210)

Comments:

16. — Makes himself/herself and the Supervisory staff easily accessible to meet with parents, students and community members. Maintains an open style of communication with his/her staff.

(Rating 43210)

Comments:

17. — Promotes and safeguards the school's image with pride and at a high level. Maintains contact and good relations with the local media.

(Rating 43210)

Comments:

Management

18. — His/her management style and leadership is highly respected by the majority of the District's staff.

(Rating 43210)

Comments:

19. — Executes his/her responsibilities in a professional manner, maintains very high managerial ethics, works hard and performs his/her duties in a very conscientious manner. The devotion shown for his/her responsibilities serves as an example to the district's staff.

(Rating 43210)

Comments:

20. — Able to successfully implement the District's and Superintendent's goals and objectives. Able to follow and implement Board policy.

(Rating 43210)

Comments:

21. — Serves as a resource to the Board during collective negotiations. Implements the bargaining agreement.

(Rating 43210)

Comments:

22. — Able to work and communicate effectively with Board members.

(Rating 43210)

Comments:

23. — Keeps the Board very well informed. The information provided to the Board is accurate and timely.

(Rating 43210)

Comments:

24. Has good attendance at Board and Committee meetings and provides necessary information for decision making.

(Rating 43210)

Comments:

Operations Management

25. During emergency situations involving the District's operation and/or personnel/students emergencies, the leadership provided has excellent judgment, decision making, delegation of responsibility, communication and follow through.

(Rating 43210)

Comments:

26. Maintains the District's facilities inside and out to the best possible level with the tools and resources given.

(Rating 43210)

Comments:

27. Successfully directs and manages the staff members directly reporting to the Superintendent.

(Rating 43210)

Comments:

District Goals

28. Progress toward District Goals and Objectives.

(Rating 43210)

Comments:

E. Merit Review Words Scale Interpretation

Commendable

4.0 - 3.25 Exceptional job knowledge. Team oriented, enthusiastic. Consistently high job performance.

Above Average

3.25 - 2.50 Above average job knowledge. Team oriented, very cooperative. Above average job performance. Independent, very resourceful.

Satisfactory

2.50 - 1.75 Average job knowledge. Cooperative. Average job performance.

~~Independent, somewhat resourceful.~~

~~Marginal~~

~~1.75 – 1.00 ————— Below average job knowledge. Not consistent in cooperation. Limited performance, does enough to get by. Requires frequent supervision.~~

~~Unsatisfactory~~

~~1.0 – 0.00 ————— Poor job knowledge. Reluctant to cooperate. Unsatisfactory job performance. Requires constant supervision.~~

~~F. Procedure to Determine Salary Increase~~

~~Compensation of the employment contract between the Upper Freehold Regional Board of Education and a Superintendent is listed below as a guideline in determining salary:~~

~~1. — The Board shall pay the Superintendent an annual salary of \$110,000(prorated) for the school year ending June 30, 2000 and \$115,000 for the 2000-2001 school year beginning July 1, 2000. This annual salary rate shall be paid to the Superintendent in accordance with the schedule of salary payments in effect for other certified employees.~~

~~2. — Minimum Salary Increase. On July 1, 2001, and July 1 of each subsequent year of this Employment Contract, the Board will grant the Superintendent a minimum of a two and one half percent (2.5) salary increase based upon satisfactory evaluation.~~

~~3. — Additional Merit Increases. Additional annual merit increases, beyond the minimum increases set forth above, may be considered by the Board, based on the Superintendent's progress toward achieving the district goals. These performance-based salary increases shall be granted on July 1, 2001 and on July 1 of each subsequent year of this Employment Contract and shall become part of the base salary for the school year immediately following the evaluation.~~

~~4. — Notwithstanding any terms or conditions stated in this contract to the contrary, any and all salary increases for the Superintendent shall be based on the Board's evaluation of his/her performance and shall be determined in the discretion of the Board.~~

Adopted: 18 February 2004

Date Edited: __ February 2012