

**SUBJECT: EVALUATION OF THE SUPERINTENDENT AND OTHER  
ADMINISTRATIVE STAFF**

**Superintendent**

~~The Board of Education shall conduct annually a formal performance evaluation of the Superintendent. The formal procedures used to complete the evaluation are to be filed in the District Office, and to be made available for review by any individual, no later than August first of each year.~~

~~The formal performance procedures shall include written criteria, a description of the review procedures, provisions for post-conferencing, and methods used to record results of the evaluation. The Superintendent shall be granted the opportunity to respond to the evaluation in writing.~~

Statement of Purpose

New York State Education Law requires the Board of Education to evaluate the Superintendent of Schools on an annual basis (8 NYCRR 100.2 (o)(2)(v)). The Board believes that an annual evaluation of the Superintendent's performance strengthens the working relationships between the Superintendent and the Board. The evaluation process should clarify the Superintendent's role and give both the Board and the Superintendent an opportunity to jointly identify immediate priorities among the Superintendent's many responsibilities.

Basic Principles

The Board of Education will annually provide a written performance evaluation with the intent of providing the Superintendent with:

- Guidelines for establishing goals
- Direction for placing priorities on tasks which are most critical in meeting the needs of the educational community that it serves
- Suggestions and direction regarding desired improvement
- Commendation for accomplishments

Guidelines

The annual performance evaluation will be completed no later than the first Board of Education meeting in May.

The evaluation instrument will be used by all Board members. The evaluation instrument may be changed with mutual consent of the Board of Education and the Superintendent of Schools.

Administration

The Board of Education President will forward to each Board member an evaluation form no later than March 1st.

The Superintendent of Schools will complete a self-evaluation utilizing the same evaluation instrument with a synopsis of the year's activities including a written report on established goals.

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The completed evaluations will be returned to the Board of Education President no later than the first Board meeting in April. Any area receiving an ineffective rating will include specific written comment in support of the rating including citations being discussed at previous Board meetings. All comments added to the Superintendent's evaluation would require consensus of the Board.

The final evaluation will be acknowledged by signatures of the Board President and Superintendent and filed in the Superintendent's personnel file by the Board of Education Clerk no later than the first Board meeting in May. The Superintendent shall be provided with a copy of the evaluation at least ten (10) days prior to the executive session to discuss such evaluation.

**Timeline for the Superintendent's Evaluation**

**July**

The Superintendent establishes goals for the year.

**August**

The Board of Education approves the Superintendent's goals and they are disseminated to all stakeholder groups.

**January**

The Superintendent submits a goal progress report. The Board of Education provides feedback to the Superintendent on goal progress (open session) and overall job performance (executive session).

**March**

Blank evaluation forms are distributed to all Board of Education members. Superintendent completes goal report and self-evaluation due to the Board President/Designee by March 1.

**April**

All Board of Education members submit a completed evaluation form to the Board President/Designee by the first Board meeting in April. The President/Designee is charged with compiling information and creating a draft evaluation to be distributed and discussed during executive session during the second Board meeting in April.

**May**

The Board of Education members present the evaluation to the Superintendent during the first Board meeting in May.

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### **Evaluation of Administrative Staff**

The Board shall direct the Superintendent to conduct an annual evaluation of all administrative personnel.

The purposes of this evaluation are:

- a) To determine the adequacy of administrative staffing;
- b) To improve administrative effectiveness;
- c) To encourage and promote self-evaluation by administrative personnel;
- d) To provide a basis for evaluative judgments by the Superintendent and the Board;
- e) To make decisions about continued employment with the District.

The Superintendent shall review the administrative evaluations with the Board of Education no later than September 1 for the previous school year.

Commissioner's Regulations Section 100.2(o)