

**REGULATIONS:  
PROCEDURES FOR THE EVALUATION OF THE SUPERINTENDENT**

**Date of Adoption:** October 17, 2002

1. The Board and the Superintendent will mutually agree on specific expectations. The Board and the Superintendent shall also agree on annual District Goals. Goals should be set by the August Board meeting (Strategic Plan/Priorities).
2. The Superintendent will submit an outline of progress towards these goals to the Board by December 1. A meeting will be scheduled by the board President during the December Agenda Meeting Executive Session for the Board and the Superintendent to discuss these goals and for the Board to ask questions and provide suggestions and input to the Superintendent regarding the outline presented.
3. The Superintendent will provide a comprehensive written report to the Board by March 1. This report will utilize the forms (piloted in March, 2002), which include the following:
  - Part I – Progress Towards District Goals and Objectives**  
To be completed by the Superintendent with Board Assessment of progress for each objective identified in the Strategic Plan/District Priorities.
  - Part II – Evaluation of Executive Skills**  
To be completed by each Board member for each of the following responsibilities:
    - Providing Information to the Board
    - Planning and Budget Leadership
    - Educational Leadership
    - Personnel Management
    - Community Support
    - Statutory and Administrative Codes
    - Professional and Personal Standards.
4. The Board President will establish a timeline for evaluation forms to be completed by board members. The Board President will then provide copies of all evaluations to each member of the Board prior to discussion during the Annual Summary Conference to be held in the Executive Session at the March Business Meeting before the written evaluation is completed. During this session, Board members will review their comments and discuss parameters for the Superintendent's Compensation. The Superintendent will be available to meet with the Board, at their discretion, to discuss the progress report or respond to Board questions.

5. The Board Superintendent's Evaluation Committee (appointed by the Board President) will meet and develop a summary evaluation. The written evaluation, along with the individual Board members' evaluations shall be given to the Superintendent by the April agenda meeting. Determination of compensation for the following school year will also be made by this time.

Scotch Plains-Fanwood Public Schools

**Supersedes Policy 2131.1-R dated November 21, 1991.**