

**CHIEF SCHOOL ADMINISTRATOR**

Evaluation

The board of education, in compliance with state law, will evaluate the chief school administrator at least annually. Every newly appointed or elected board member shall complete the New Jersey School Boards Association's training program on evaluation of chief school administrators within the statutorily mandated time period. The purpose of the evaluation shall be:

- A. To promote professional excellence and improve the skills of the chief school administrator;
- B. To improve the quality of the education received by the pupils served by the public schools of the district;
- C. To provide a basis for the review of the job performance of the chief school administrator.
- D. To improve communications between the chief school administrator and the board of education.

The role and responsibility of the board in this evaluation shall be:

- A. To review, revise and adopt procedures developed in consultation with the chief school administrator for implementation of this policy;
- B. To determine whether the services of a qualified consultant will contribute substantially to the evaluation process, and to engage such a consultant if the board deems it desirable;
- C. To hold an annual summary conference between a majority of the full membership of the board and the chief school administrator. This conference shall include a review of the chief school administrator's performance in terms of his/her job description;
- D. To adopt an individual plan for professional growth and development of the chief school administrator based in part upon any needs identified in the evaluation. This plan shall reflect contributions by both the board and the chief school administrator;
- E. To adopt, by April 30, subsequent to the annual summary conference, an annual written performance report, approved by a majority of the full membership of the board. This report shall include:
  - 1. Performance areas of strength;
  - 2. Performance areas needing improvement based upon the job description and evaluation criteria set forth below;
  - 3. A summary of available indicators of pupil progress and growth and a statement of how these available indicators relate to the effectiveness of the overall program and the performance of the chief school administrator;
  - 4. Recommendations for professional growth and development;

**CHIEF SCHOOL ADMINISTRATOR (continued)**Evaluation (continued)

5. Provision for performance data which have not been included in the report prepared by the board of education to be entered into the record by the chief school administrator within 10 working days after the completion of the report.

The role and responsibility of the chief school administrator shall be to provide information and suggestions to the board for procedures for:

- A. Revision and update of the job description and evaluation criteria, based upon the district's local goals, program objectives, policies, instructional priorities, state goals, statutory requirements, and the functions, duties and responsibilities of the chief school administrator. The evaluation criteria shall include but not be limited to available indicators of pupil progress;
- B. Specification of methods of data collection and reporting appropriate to the job description;
- C. Updating the design of evaluation instruments suited to reviewing the chief school administrator's performance based upon the job description;
- D. Establishing an evaluation calendar to include dates for the distribution and collection of evaluation forms, the provision of the chief school administrator's self evaluation on Progress Towards District Goals, the development of board consensus and annual summary conference.
- E. Provision of requested and appropriate information to allow proper consideration of all the items to be included in the subsequent written performance report;
- F. After the board's adoption of the annual written performance report, to provide performance data not contained in the report.

Amendments to the policy shall be distributed to the chief school administrator within 10 working days after adoption.

Professional Development

The chief school administrator shall complete training on school ethics, school law and school governance as part of his/her required professional development.

Contract

The executive county superintendent must review and approve all chief school administrators' contracts including

- A. New contracts,
- B. Contracts that replace existing contracts,
- C. Renegotiations, extension, amendments or other alterations of the terms of existing contracts that have been previously reviewed by the executive county superintendent,
- D. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved contract.

**CHIEF SCHOOL ADMINISTRATOR (continued)**Contract (continued)

The contract review and approval must take place prior to any required public notice and hearing. The board shall provide the executive county superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits and all other emoluments.

The review shall ensure comparability of salary, benefits and other emoluments to contracts of similarly credentialed and experienced administrators in similar districts within the region. In addition the review shall require that the contract must:

- A. Comply with all statutory requirements relating to travel reimbursement.
- B. Not include provisions providing for reimbursement or payment of employee contributions that are required either by law or by a contract with other teaching staff members.
- C. Provide payment upon separation from service that is not excessive and does not exceed the lesser of:
  1. The remaining salary due under the contract, or
  2. The three months pay for every year remaining on the contract (not to exceed 12 months) with proration for partial years.
- D. Allow payment for unused sick leave that does not exceed statutory limit of \$15,000.00, is paid on retirement only and is not paid to an individual's estate or beneficiaries.
- E. Permit payment, at time of separation, for unused vacation time only for vacation accrued in the current or immediately previous year unless that vacation time has been accrued prior to 2007.
- F. Include calculation of per diem for 12 month employees based on a 260 day work year.
- G. Not include a bonus except where payment is contingent upon achievement of measurable specific performance objectives.
- H. Not provide payment at the time of separation or retirement for work not performed.
- I. Not include any monthly allowance except for a reasonable car allowance which cannot exceed the average monthly miles traveled for business purposes multiplied by the NJOMB allowable mileage reimbursement.

In order to renegotiate, extend, amend or otherwise alters the terms of the chief school administrator's contract, the board must:

- A. Provide notice to the public at least 30 days prior to any scheduled action;
- B. Hold a public hearing on the proposed contract and not take action until the hearing has been held;
- C. Provide the public with at least 10 days notice of the public hearing.

The requirement for a public hearing does not apply to new contracts, including contracts that replace expired contracts for existing employees.

The contract shall include a provision that states that the contract is null and void as of the date of revocation, if the chief school administrator's School Administrator Certificate is revoked.

**CHIEF SCHOOL ADMINISTRATOR (continued)****Contract (continued)**

If the board desires to approve an agreement for early termination of the chief school administrator's contract that includes compensation as a condition of such termination, the board of education must submit the agreement to the commissioner of education, who may disapprove the agreement if he/she believes that the payment of compensation as a condition of separation is excessive. Compensation includes but is not limited to salary, allowances, bonuses and stipends, payments for accumulated sick or vacation leave, contributions towards the costs of health, dental, life and other types of insurance, medical reimbursement plans, retirement plans and any in-kind or other form of remuneration.

**Legal References:**

**NOTE:** These legal references pertain primarily to the superintendent's employment and evaluation. Many specific responsibilities are assigned by other statutes and code regulations.

<u>N.J.S.A.</u> 18A:4-15	General rule-making power
<u>N.J.S.A.</u> 18A:6-10 through -17	Dismissal and reduction in compensation of persons under tenure in public school system ...
<u>N.J.S.A.</u> 18A:7 <i>et seq.</i>	County Superintendents
<u>N.J.S.A.</u> 18A:12-21 <i>et seq.</i>	School Ethics Act
<u>N.J.S.A.</u> 18A:17-15 through -21	Appointment of superintendents; terms; apportionment of expense ...
<u>N.J.S.A.</u> 18A:17-20	Tenured and non-tenured superintendents; general powers and duties
<u>N.J.S.A.</u> 18A:17-24	Clerks in superintendent's office
<u>N.J.S.A.</u> 18A:17-24.1	Sharing of personnel by school boards
<u>N.J.S.A.</u> 18A:27-4.1	Appointment, transfer, removal or renewal of officers and employees; exceptions
<u>N.J.S.A.</u> 18A:28-3 through -6.1	No tenure for noncitizens ...
<u>N.J.S.A.</u> 18A:29-14	Withholding increments; causes; notice of appeals
<u>N.J.S.A.</u> 18A:-30.5	Payment for accumulated sick leave
<u>N.J.S.A.</u> 18A:30-9	Payment for accumulated vacation leave
<u>N.J.S.A.</u> 40:8A-1 <i>et seq.</i>	Interlocal Services Act
<u>N.J.A.C.</u> 6A:9-12	Requirements for Administrative Certification
<u>N.J.A.C.</u> 23A:-3.1	Review of contracts for superintendents, assistant superintendents and business administrators
<u>N.J.A.C.</u> 6A:28-1.1 <i>et seq.</i>	School Ethics Commission
<u>N.J.A.C.</u> 6A:30-1.1 <i>et seq.</i>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-4.1 <i>et seq.</i>	Employment and Supervision of Teaching Staff
See particularly: <u>N.J.A.C.</u> 6A:32-4.3	Evaluation of tenured and nontenured superintendent
<u>N.J.A.C.</u> 6A:32-4.4	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-4.5	Evaluation of nontenured teaching staff members
P.L. 2007, <u>c</u> 53	School district Accountability
8 <u>U.S.C.</u> 1101 <i>et seq.</i>	Immigration and Nationality Act

**Cross References:**

*2000/2010	Concepts and roles in administration; goals and objectives
*2121	Line of responsibility
*4111	Recruitment, selection and hiring
*4211	Recruitment, selection and hiring
*9000	Role of the board
*9400	Board self-evaluation

\*Indicates policy is included in the Critical Policy Reference Manual.

**Key Words**

Superintendent Evaluation, Superintendent Job Description, CSA, Chief School Administrator Evaluation, Chief School Administrator's Contract, Superintendent's Contract

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