

SUPERINTENDENT EVALUATION CALENDAR

By April 30	Board submits current years' written performance report to CSA;
By May 10	Superintendent has 10 days, after receiving report from the Board, may attach performance data not considered by the board;
May/June/July	Board, in consultation with the Superintendent, develops and board approves the superintendent's professional improvement plan (PIP); develops district goals; Superintendent develops action plans; Board reviews action plans;
June 30	Deadline for formal board action relative to notification to non-tenured superintendents of renewal or non-renewal of their contracts, one year prior to contract expiration .
October 30	Deadline for presentation of Quality Assurance Annual Report (QAAR). Board reviews Demonstration of Executive Skills document and calendar in preparation for the annual Superintendent evaluation.
November 15	Deadline for submission of QAAR to County Superintendent.
mid-February	Board receives Demonstration of Executive Skills form. Superintendent distributes to all board members his/her assessment of Progress Toward District Goals;
early March	Board members individually complete and return instruments to board president, personnel committee or New Jersey School Boards Association Field Service Representative for compilation;
mid-late March	Board meets without Superintendent to review composites and to prepare for annual summary conference with Superintendent.
Late March	Board and Superintendent hold annual summary conference;
Early April	Board finalizes Written Performance Report based upon board majority opinion and results of summary conference;
By April 30	Board completed evaluation process. Superintendent has 10 days from the date of the summary conference to attach additional data.
NOTE:	To maximize the effectiveness of the evaluation process, it is recommended that the Board conduct a self-evaluation annually as well.