

Administration

Evaluation of the Superintendent

Preface

While the Orange Board of Education and Superintendent have different roles and responsibilities, their work must complement each other. Ultimately, all serve to advance the goals and objectives of their community for public education and, most importantly, student learning. As the Orange Board of Education's Chief Executive Officer, Connecticut Education Law (C.G.S. [10-157\(a\)](#)) requires the Superintendent of Schools' job performance be evaluated annually. Whether written or oral, the annual evaluation of the school district's Chief Executive Officer is one of the most important responsibilities of every Board of Education.

While student achievement in academic areas as measured by test scores is important, other areas of student achievement are equally important. All of the leadership performance areas and specific areas of responsibility should be considered. Moreover, for purposes of the Superintendent's performance evaluation, indicators related to student academic achievement are necessary, but not sufficient to make final determinations about the Superintendent's job performance.

To increase the effectiveness of the school district's leadership team and the overall performance of the Board of Education and its individual members, it is vitally important that every Board of Education conducts a self-assessment each school year. An annual self-assessment enables the Board of Education to thoughtfully and constructively evaluate its performance as the community's legislative body that develops, evaluates, and oversees education policy.

The following is the process and timeline for the annual evaluation of the Superintendent of Schools.

Legal Considerations: Executive Session and Freedom of Information Act (FOIA)

The Connecticut Freedom of Information law allows for the discussion in Executive Session of “personnel matters,” which includes “the appointment, employment, performance, evaluation, health or dismissal of a public official or employee, provided that such individual may require that discussion be held at an open meeting”

(Connecticut General Statute Section [1-200\(6\)](#)). Under this provision the Superintendent's evaluation, as well as the performance of one or more Orange Board of Education members, are appropriate topics for Executive Session. District goals, procedures, policies and data are NOT appropriate subjects for Executive Session under the FOI law. All votes must be taken in public – only discussion can occur in Executive Session.

Note: Based on court decisions in Connecticut, written evaluation documents are likely to be deemed public records subject to disclosure. Such written evaluation documents subject to public disclosure would include any draft evaluation that is circulated among Orange Board of Education members.

Sample motion: “I move that the Orange Board of Education go into Executive Session for discussion of a personnel matter – the evaluation of the Superintendent.”

Beginning of New Evaluation Year Meeting – July - September

The Orange Board of Education and the Superintendent will meet to discuss goals and objectives. Any discussion of district goals must be held in public. This structured conversation is intended to serve as a goal/priority setting session for the district's Leadership Team for the upcoming school year.

End of the Year Evaluation Meeting – May/June

The Superintendent and Orange Board of Education will convene in Executive Session to participate in an assessment activity which focuses upon the performance of the Superintendent, including whether and how goals and priority objectives have been successfully accomplished and/or addressed. Included in this discussion should be any mitigating circumstances / unexpected challenges that have arisen that may have compromised the accomplishment of goals and objectives

This recommended meeting should also serve as an opportunity for the Superintendent to share a confidential “Year in Review” self-assessment with the Orange Board of Education. This self assessment may be supplemented by submitting documentation as a formal narrative, portfolio, or some other mutually agreed upon format that was established during the Beginning of the Year Meeting, with the understanding that any such written documentation would not be confidential. This document serves as evidentiary documentation regarding the Superintendent's job performance and should aid the Orange Board of Education in completing a comprehensive and fair evaluation of the Superintendent.

Board of Education Evaluation of the Superintendent – May/June

The Orange Board of Education will conduct the evaluation of the Superintendent of Schools according to Board of Education Policy in Executive Session unless the Superintendent exercises his/her statutory right to require that such discussion be held in open session. It is recommended that there be no prior sharing of written performance evaluation commentary (hard copy or electronic) among Orange Board of Education members prior to the Executive Session. The result of the Orange Board of Education's Executive Session discussion regarding the Superintendent's performance should be a draft performance evaluation of the Superintendent of Schools.

Meeting with the Superintendent Regarding Draft Evaluation – June

A meeting in Executive Session will be scheduled by the Orange Board of Education between the Superintendent and the Orange Board of Education. The purpose of this follow-up meeting will be to share and discuss the Orange Board of Education's draft evaluation with the Superintendent. This session will serve as a final opportunity for candid discussion between the Orange Board of Education and the Superintendent prior to the completion of the formal performance evaluation.

Formal Evaluation of the Superintendent – June

The formal performance evaluation is completed and presented to the Superintendent of Schools by a representative(s) of the Orange Board of Education. It is important to note that the Orange Board of Education's performance evaluation of the Superintendent of Schools is a public document and subject to FOIA. A copy of the Superintendent's performance evaluation must also be placed in the Superintendent's official personnel file.

Regulation reviewed: April 15, 2013