



# **2021-2022 Superintendent's Evaluation Process and Timeline Flowchart**



**NEW HAVEN PUBLIC SCHOOLS**

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### Introduction

The New Haven Public Schools Superintendent's Evaluation process is designed to provide a set of annual evaluation activities that will assist the Board in providing a performance evaluation of the Superintendent based on progress toward identified district goals and national and state superintendent performance standards.

The Board's evaluation of the Superintendent is one of the Board of Education's most important functions. A Superintendent's Evaluation is mandated by Connecticut Education Law (C.G.S. 10-157a) and is required on an annual basis. The evaluation is the instrument through which the Board provides feedback to the Superintendent on how she or he is performing, whether district goals are being achieved, and what needs to be done in order to accelerate progress toward these district goals.

This evaluation format is designed to reflect research and best practice in superintendent evaluation, including the use of a standards-based rubric to provide the Superintendent actionable improvement recommendations and commendations.

### Implementation

- (a) Beginning with September 2021 and each year thereafter, the Board president, at least one Board member, and the Superintendent shall meet to discuss and agree upon the Superintendent's Evaluation goals, format, and process.
- (b) Beginning July 1, 2022, each year thereafter, and prior to the Superintendent's Evaluation Executive Session, the Superintendent shall submit a written self-appraisal to the Board, including his/her progress in achieving his/her goals and other accomplishments.
- (c) During the month of July, 2022 and each year thereafter, the Board shall conduct a written evaluation of the performance of the Superintendent. In conducting the evaluation, the Board shall use the format and process to which the Superintendent and Board have agreed and shall consider the Superintendent's self-appraisal.

The Board's annual evaluation of the Superintendent will take place in Executive Session. If in the evaluation, the Board determines that the Superintendent is deficient in any respect, it may provide to the Superintendent, in writing, specific examples of areas for improvement, including recommendations regarding areas of improvement. A copy of the written, final evaluation shall be delivered to the Superintendent within thirty (30) days of its completion, and the Superintendent shall have the right to submit a written response, which shall become part of the Superintendent's personnel file.

## Superintendent's Evaluation Process and Timeline Flowchart

### Beginning of Year Meeting – September

**Step 1:** The District's Leadership Team (Board of Education and Superintendent) meet to discuss district goals and Superintendent Evaluation Goals.

**Step 2:** In an Executive Session scheduled and posted for the purpose of an evaluation of the Superintendent, the Board of Education discusses with the Superintendent identified performance goals developed in support of district goals. Where appropriate, specific goals for the Superintendent reflect the most recent evaluation of the Superintendent's performance. This discussion will also include a review of the process and format by which the Superintendent's performance will be evaluated.

### Mid-Year Progress Monitoring – December / January

**Step 1:** The Leadership Team (Board and Superintendent) meet in executive session to informally discuss progress on goals and objectives established in July/September. This session provides the Leadership Team with an opportunity to identify and strategize about new and/or unexpected challenges. This level of team collaboration allows all parties to be contributing members of a fluid, responsive, and strategic team.

**Step 2:** During this same discussion, Board of Education will provide targeted informal feedback to the Superintendent about his/her effectiveness relative to previously established goals and objectives. The purpose of this informal feedback session is to assess the district's progress toward goals and provide the Superintendent with an opportunity to discuss any Board of Education concerns and to avoid unnecessary performance evaluation "surprises" at year's end.

### End of the Year Evaluation– July thru September

**Step 1:** The Superintendent will share a verbal "Year in Review" Self-Assessment with the Board of Education in Executive Session. This self-assessment may be supplemented with documentation, such as a formal narrative, portfolio, or other mutually agreed upon formats established at the beginning of the year Superintendent's Evaluation executive session. This documentation regarding the Superintendent's job performance will provide evidence to aid the Board of Education in completing a comprehensive and fair evaluation of the Superintendent.

**Step 2:** The 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 sharing of the written performance evaluation (hard copy or electronic) among Board of Education members prior to the Executive Session. The result of the Board of Education's Executive Session discussion regarding the Superintendent's performance will be either a written or verbal draft performance evaluation of the Superintendent of Schools.



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**Beginning of New Evaluation Year Meeting July / September  
(Meeting to be conducted in Executive Session)**

- Step 1: Leadership team goal / priority setting
- Step 2: Superintendent's professional goals and objectives

**Mid-Year Progress Monitoring December /January  
(Conducted in Executive Session)**

- Step 1: Executive Committee discussion regarding progress on goals and objectives
- Step 2: Targeted informal feedback provided orally to Superintendent regarding his/her performance

**End of Year Evaluation of the Superintendent July/ September  
(Conducted in Executive Session)**

- Step 1: Superintendent presents "year in review" Self-Assessment to Board of Education regarding his/her performance. (July 1, 2021)
- Step 2: Meeting between Board of Education and the Superintendent to share and discuss draft evaluation. (in executive session) One draft evaluation document is developed during this meeting
- Step 3: Formal evaluation is completed and presented to the Superintendent of Schools by a representative(s) of the Board of Education, as per policy.

**Note: Superintendent's Evaluation is a public document subject to FOI.**