

## 1240 EVALUATION OF HEAD OF SCHOOL

The purpose of the annual evaluation is to promote professional excellence and improve the skills of the Head of School, improve the quality of the education received by the students in the schools, and provide a basis for the review of the Head of School's performance.

This Policy and Regulation 1240 shall be developed by the Board of Trustees after consultation with the Head of School and shall include, but not be limited to:

1. Determination of roles and responsibilities for the implementation of the annual evaluation policy and procedures;
2. Development of a job description and evaluation criteria based upon the Board of Trustees' local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Head of School;
3. Specification of data collection and reporting methods appropriate to the job description;
4. Provisions for the preparation of an individual professional growth and development plan based in part upon any need(s) identified in the evaluation. The plan shall be mutually developed by the Board of Trustees and the Head of School; and
5. Preparation of an annual written performance report by a majority of the full membership of the Board of Trustees and an annual summary conference between a majority of the total membership of the Board of Trustees and the Head of School.

There shall be an annual summary conference between the Board of Trustees, with a majority of its total membership present, and the Head of School which shall be held before a written performance report is filed. The conference shall be held in executive session, unless the Head of School requests that it be held in public. The conference shall include, but not be limited to, review of the following:

1. Performance of the Head of School based upon the Board approved job description;



2. Progress of the Head of School in achieving and/or implementing the school's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
3. Indicators of student progress and growth toward program objectives.

The annual written performance report shall be prepared by a majority of the Board of Trustees' total membership by July 1 and shall include, but not be limited to:

1. Performance area(s) of strength;
2. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-8.1(c)2;
3. Recommendations for professional growth and development;
4. Summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Head of School's performance; and
5. Provision for performance data not included in the report to be entered into the record by the Head of School within ten teaching staff member working days after the report's completion.

The evaluation procedure for a non-tenured Head of School shall be completed by July 1 each year.

Each newly appointed or elected Board of Trustees member shall complete a New Jersey School Boards Association training program on the evaluation of the Head of School within six months of the commencement of his or her term of office pursuant to N.J.S.A. 18A:17-20.3.b.

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of a collective bargaining agreement or other employment contracts entered into by a school school in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013 shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to collective bargaining involve matters of educational policy or managerial prerogatives.



# POLICY

## LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

ADMINISTRATION

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Evaluation of Head of School

The Board of Trustees shall add to the Head of School's personnel file all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth. All information contained in written performance reports and all information collected, compiled, and/or maintained by employees of the Board of Trustees for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the New Jersey Department of Education from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

The Board of Trustees may hire a qualified consultant to assist or advise in the evaluation process; however, the evaluation itself shall be the responsibility of the Board of Trustees.

Policy and Regulation 1240 shall be distributed to the Head of School upon adoption by the Board. Amendments to this Policy and Regulation shall be distributed within ten working days after adoption.

The provisions of this Policy, Regulation, and N.J.A.C. 6A:10-8.1 et seq. are the minimum requirements for the evaluation of a Head of School.

N.J.S.A. 18A:17-20.3; 18A:6-117 through 18A:6-129

N.J.A.C. 6A:10-1.1 et seq.; 6A:10-8.1 et seq.

Adopted: 10 June 2014

Adopted revision: 11 January 2016

