

POLICY ————— **PEQUANNOCK TOWNSHIP**
BOARD OF EDUCATION
ADMINISTRATION
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Evaluation of the Board Secretary

1331 – EVALUATION OF THE BOARD SECRETARY

The Board of Education will evaluate the performance of the Board Secretary in order to assist both the Board and the Board Secretary in the proper discharge of their responsibilities and to provide the district with efficient and effective services.

The evaluation of the Board Secretary will consist of an assessment, by members of the Board, of the Board Secretary's performance of the duties specified in the job description approved by the Board. Reference will be made to the report of the auditor. The Board may, in its discretion, consult with staff members assigned to work with the Board Secretary.

The procedures for the evaluation of the Board Secretary shall include, but need not be limited to, an informal Board conference with the Board Secretary for the purpose of discussing his or her job performance, a written evaluation report to which the Board Secretary may add comments, and the establishment of a written plan for performance improvement and growth. The Board Secretary will be evaluated by the Board of Education no later than April 30th each year.

Adopted: 11 November 1999

Revised and Adopted: 29 September 2008