

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 Board-approved job description. Reference will be made to the report of the auditor.

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/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.

When the Board Secretary position is held concurrently with the Business Administrator position, a single evaluation will be submitted by the superintendent according to standards established in Policy 1330. The Board Secretary evaluation will be incorporated into the Business Administrator evaluation, and a clear delineation will be provided between the two roles.

Adopted: 11 November 1999
Revised and Adopted: 29 September 2008
Revised and Adopted: 21 January 2025