



## Newtown Public Schools

Policy Sub-Committee Agenda  
December 2, 2025

BOE Conference Room 1  
Municipal Building  
3 Primrose Street  
Newtown, CT 06470  
6:00 PM

*As citizens of our community, we will conduct ourselves in accordance with Newtown's Core Character Attributes as displayed in our character tree. We will be responsible for our actions and show respect for each other. We will interact peacefully, productively, and politely. We will be trustworthy and honest and show compassion toward others. Newtown's continued success is contingent upon our ability to persevere, to follow through with our commitments, and to stay focused on the greater good.*

### AGENDA

1. **CALL TO ORDER**
2. **PUBLIC PARTICIPATION**
3. **APPROVAL OF MINUTES**
4. **DISCUSSION AND POSSIBLE ACTION**
  - A. Review Policies
    1. 5118 Non-Resident or Tuition Students
    2. 2151 Hiring of School Administrators
    3. 1230 Booster Organizations
    4. 2100 Addition of School and District Administrator Positions
    5. 2400 Evaluation of the Superintendent
  - B. Non-Mandated Policies To Be Rescinded
    1. 2152 Assignment of Administrative Personnel
    2. 2153 Orientation of Administrative Personnel
    3. 2154 Supervision of Administrative Personnel
    4. 2210 Administrative Leeway in Absence of Board of Ed Policy
    5. 2220 Administrative Councils and Committees
    6. 2224 Consultants
    7. 2230 Shared Services
    8. 2231 Dissemination of Policies
    9. 2232.1 Annual Report Superintendent

10. 2234 Treatment of Outside Reports
11. 2240 Educational Research in District Schools
12. 2250 Monitoring of Product and Process Goals
13. 2300 Statement of Ethics for Administrators

C. Review Proposed 2026 Meeting Dates

5. **PUBLIC PARTICIPATION**

6. **ADJOURN**

**MINUTES**

Anne Uberti, Superintendent  
Doria Linnetz  
Alison Plante  
Sarah Connell

**1. CALL TO ORDER**

- a. D. Linnetz called the meeting to order at 5:31 pm.

**2. PUBLIC PARTICIPATION**

- a. None

**3. APPROVAL OF MINUTES**

*MOTION: A. Plante moved to approve the minutes of October 7, 2025. D. Linnetz seconded.*

S. Connell will include the list of policies from the previous meeting going forward to the Board to be rescinded.

The policies are as follows:

**4D. Policies to Rescind after Adoption of Replacement Policies**

3543.31 Office Services/Records and Reports

3543.311 Office Services/Records and Reports - Electronic Communications Use and Retention

4152.6/4252.6 Family and Medical Leave

**4E. Non-Mandated Policies to Rescind**

1120 Public Participation at Board of Ed Meetings

1251 Loitering

1300 Public Activities Involving Staff, Students or School Facilities

1300.1 Community Engagement

1311.1 Political Activities of School Employees

1311.2 Political Activities in the Schools

1312 Public Complaints

1313 Gifts from Suppliers and/or Contractors

1321 Public Performances by Students

1321.1 Public Performances by School Musical Organizations

1322 Contests for Students

1326 Solicitations by Staff Members

1350 Senior Citizens Benefits

1360 Awards and Policies

1411 Relations with Law Enforcement

*Motion passes unanimously.*

#### **4. DISCUSSION AND POSSIBLE ACTION**

##### **a. Review Policies**

##### **i. 1090 Pesticide Application on School Property**

1. A.Uberti answered questions that were sent from the Board of Education. She stated that this is a mandatory policy and families and staff can register. The notification option is proactively communicated each year. If an emergency application is needed, there are many protections in place. Emergency application may occur without prior notice only where there is an immediate threat to human health. For students / staff on the sensitivity registry, administrators will directly notify them as soon as possible after an emergency application.

##### **ii. 5118 Non-Resident or Tuition Students**

1. A.Uberti made edits to Newtown's current policy to confirm that it is consistent with state statute. She also recommends determining the tuition rate by the Newt Per Pupil Expenditure from the prior fiscal year, as reported by the Connecticut State Department of Education.
2. D. Linnetz and A.Plante asked to review this policy further and bring it back to the December 2nd meeting. A.Uberti agreed.

##### **b. Policies Recommended for First Read**

##### **i. 2151 Hiring of School Administrators**

1. A.Uberti recommended a set procedure on the District side. She explained that HR is currently working on a hiring handbook which could be part of the regulation. The Board should approve by the recommendation of the Superintendent.
2. A.Plante added that it is important that the Board feels like they have an investment in the candidate and the invitation to be part of the hiring process is still open but not required.

##### **ii. 2141 Appointment of Superintendent**

1. The committee did not have any concerns with this policy and will bring it forward to the Board with Policy 2151.

##### **c. Items of Information**

##### **i. 1230R Administrative Regulations Regarding Other Community Connected Organizations**

1. A.Uberti will review this policy again and make necessary edits so it is not just directed towards athletics.
2. S. Connell will add this regulation to the next policy meeting for review.

- d. Policies to Rescind after Adoption of Replacement Policies
  - i. 2141 Recruitment and Appointment of Superintendent
    - 1. This policy will be added to the new policy meeting agenda for final review and replacement.
  - ii. 2151 Hiring of School Administrators
    - 1. This policy will be added to the new policy meeting agenda for final review and replacement.
  
- e. Non-Mandated Policies to Rescind
  - i. 2000 Concepts and Roles in Administration
    - 1. This is not a required policy and there is no legal reference upon which it is based.
  - ii. 2000.1 Board-Superintendent Relations
    - 1. This policy describes the relationship between the Board and the Superintendent and the powers bestowed by the Board to the Superintendent which is already outlined by law.
  - iii. 2100 Administrative and Supervisory Personnel
    - 1. The committee agreed to remove this policy from the list to be rescinded and A.Uberti will make necessary edits and bring it back for review.
  - iv. 2111 Equal Opportunity
    - 1. This policy is redundant and the legal references are covered in policies 4118.11 Non-Discrimination, 1050 Non-Discrimination Community, 5110 Non-Discrimination - Students. Statements on the HR website and the District's Non-Discrimination page affirms the district's commitment to the principle of non-discrimination.
  - v. 2112 Professional Development
    - 1. In terms of Board policy classification, it would be better treated as a professional development plan narrative, *not* a Board policy.
  - vi. 2120 Organizational Responsibilities
    - 1. This describes administrative procedures
  - vii. 2122 Transfer of Administrators
  - viii. 2130 Job Descriptions
    - 1. This describes administrative procedures
  - ix. 2131 Superintendent of Schools
    - 1. The committee agreed to remove this policy from the list to be rescinded and A.Uberti will make the necessary edits and bring it back for review.
  - x. 2131.1 Appointment of Designee of Superintendent
    - 1. This is operational.
  - xi. 2132 Assistant Superintendent
    - 1. This is a job description, not a governance statement
  - xii. 2133 Principals
    - 1. This is a job description, not a governance statement

- xiii. 2134 Director of Business
  - 1. This is a job description, not a governance statement
- xiv. 2135 Director of Pupil Services
  - 1. This is a job description, not a governance statement
- xv. 2137 Athletic Director
  - 1. This is a job description, not a governance statement

*MOTION: A. Plante moved to send policies listed until 4D, excluding Policy 2100 and Policy 2131 to the full board for first read to be rescinded. D. Linnetz seconded. Motion passes unanimously.*

**5. PUBLIC PARTICIPATION**

- a. None

**6. ADJOURN**

*MOTION: A. Plante moved to adjourn. D. Linnetz seconded. Motion passes unanimously.*

Meeting adjourned at 6:42 pm.

## Students

### Nonresident or Tuition Students

#### Definition

A nonresident student is a student who:

1. resides outside of the school district; or
2. resides within the school district on a temporary basis; or
3. resides within the school district on a permanent basis but with pay to the person(s) with whom the student is living; or
4. resides within the school district for the sole purpose of obtaining school accommodations; or is
5. a child placed by the Commissioner of Children and Youth Services or by other agencies in a private residential facility. However, under this circumstance, children may attend local schools with tuition paid by the home district unless special education considerations make attendance in local schools and programs inappropriate. Children not requiring special education who live in town as a result of placement by a public agency (other than another Board of Education and except as provided otherwise in this paragraph) are resident students; those requiring special education may attend local schools (with special education cost reimbursements in accordance with statutes) unless special education considerations make attendance in local schools and programs inappropriate.

#### Enrollment as Tuition Students

Requests for administration to enroll as a tuition student, or for a tuition waiver when residency of the student, parents or guardians is not in Newtown, may be granted upon request to the Superintendent of Schools. The enrollment of such student will be subject to the payment of tuition as determined annually by the Board of Education at either its July or August business meeting.

#### Tuition Rate Determination

The Board of Education shall annually establish the tuition rate for nonresident students, ordinarily at its July or August business meeting.

The tuition rate shall be based on the Net Per Pupil Expenditure (NPPE) from the prior fiscal year, as reported by the Connecticut State Department of Education, and may be adjusted as deemed appropriate by the Board.

The Superintendent shall administer the application of this rate, including prorations and waivers, in accordance with Board policy and implementing regulations.

### **Interdistrict Agreements**

The Board of Education recognizes that, on occasion, it may be appropriate to admit or place students through cooperative arrangements with other school districts.

The Superintendent of Schools is authorized to collaborate with other Boards of Education to develop and administer mutually beneficial interdistrict agreements for the temporary or tuition-based enrollment of students. Such agreements may be made:

- To assist another district in extraordinary circumstances (e.g., facilities emergencies, specialized program needs, or student hardship);
- To provide for the education of a student whose needs can be better met in another district's program; or
- As a reciprocal courtesy when the impact on enrollment and resources is minimal.

The Superintendent shall ensure that all such arrangements:

1. Are consistent with state statutes;
2. Do not result in additional cost to the district unless approved by the Board; and
3. Are reported to the Board of Education with FERPA compliance for informational purposes.

### **Administration of Policy**

The Superintendent shall develop and enforce regulations to carry out the provisions of this policy.

Legal Reference: Connecticut General Statutes

4-176e through 4-185 Uniform Administrative Procedure Act.

10-186 Duties of local and regional Boards of education re school attendance. Hearings. Appeals to state Board. Establishment of hearing board.

10-253 School privileges for students in certain placements and temporary shelters.

**Tuition Exceptions**

1. For a family who will become residents of Newtown and are in transition, the tuition may be waived by the Superintendent for the first month of school attendance.
2. For a family who has a signed bona fide construction contract for a new home in Newtown, the Superintendent may grant an initial tuition waiver for 60 calendar days and can extend this waiver, not to exceed an additional 60 calendar days.
3. For a family who has children attending Newtown schools and then establishes residency in another community, the Superintendent shall establish a pro rata tuition rate to be payable from the date of the new community residency to the date when the children are withdrawn or transferred to the new community
4. For a family who moves from Newtown after May 1, the Superintendent will grant a tuition waiver for May and June.
5. For a family who moves from Newtown prior to July 1 of their child's junior year, the Superintendent will establish a pro-rata tuition rate for the remainder of the school year. For a family who moves from Newtown after their child's junior year, the Superintendent will grant a tuition waiver for the remainder of that school year.
6. For a family who experiences divorce and where one parent maintains a Newtown residence and shares joint legal custody with the student residing with the resident parent at least 50% of the time, the Superintendent may grant a tuition waiver.
7. Requests for special extensions or exemptions of tuition waivers will be considered on an individual basis by the Board of Education.

## **Transportation**

When a non-resident student is granted permission to attend the Newtown Public Schools either on a tuition or tuition exemption basis, the family assumes responsibility for transportation.

## **Foreign Exchange Students**

Students from foreign countries whose residence in Newtown is sponsored by a local service club, the American Field Service, Cultural Homestay International or by other district approved exchange programs may be enrolled in the appropriate school for not more than one year without the payment of tuition upon application to and approval of the school Principal.

Requests for admission to enroll as a tuition student, or for a tuition waiver when residency of the student, parents, or guardians is not in Newtown, may be granted upon application to the Board of Education. The enrollment of such student may be subject to the payment of tuition as determined annually by the Board of Education, ordinarily at the July or August business meeting.

## **Nonresident Students**

Students from outside Newtown who plan to reside with a Newtown resident may be considered for enrollment, by application to the Board of Education, on a non-tuition basis if it can be demonstrated that:

1. The student has not already graduated from the equivalent of a high school elsewhere.
2. The student is not seeking to avoid school enrollment in the school system where legal residence is maintained.
3. The student's enrollment does not cause a class to exceed class size limitations as established in the teacher's bargaining unit agreement.

The parents or guardians of the student, and the Newtown resident with whom the student will reside, must complete and file the appropriate forms, which declare that both parties acknowledge the full legal responsibility of this decision and comply with stipulations as defined in Connecticut General Statute 10-253(d).

## **Children of Staff Not Living in Newtown**

Full-time staff who reside outside of Newtown and wish their children to attend the Newtown schools may apply to the Superintendent of Schools for assignment to an elementary school, the intermediate school, the middle school, or the high school. The acceptance of tuition students of full-time staff will be conditioned on the impact of increased tuition students on desirable class size and available support services for students.

Tuition for children of full-time non-resident staff members will be at an annual rate of 25% of the regular yearly tuition established by the Board of Education. Staff enrolling more than one child in the District in a school year will pay a reduced rate of 15% of the regular yearly tuition for each additional child.

Continuation of a child as a tuition student will not be contingent on class size constraints as long as the parent remains a member of the full-time staff.

An increased tuition rate for students needing special services will be set by the Superintendent on a case-by-case basis.

### **Evidence of Residency**

The Superintendent of Schools or his/her designee may require documentation of family and/or student residency, including affidavits, provided that prior to a request for evidence of residency the parent or guardian, relative or non-relative, emancipated minor, or student eighteen (18) years of age or older shall be provided with a written statement of why there is reason to believe such student may not be entitled to attend school in the district. An affidavit may require a statement or statements with documentation that there is bona fide student residence in the district, that the residence is intended to be permanent, that it is provided without pay, and that it is not for the sole purpose of obtaining school accommodations.

### **Removal of Nonresident Student From District Schools**

If after a careful review of affidavits and other available evidence, the Superintendent of Schools or his/her designee believes a student is not entitled to attend local schools, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be informed in writing that, as of a particular date, the student may no longer attend local schools, and the Superintendent shall notify the Board of Education, (if known), where the child should attend school. If after review district residency is established by the evidence, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be so informed.

If a student is removed from a district school for residency reasons the Superintendent of Schools or his/her designee shall: 1) inform the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of hearing rights before the Board of Education and that the student/s may continue in local schools pending a hearing before the Board of Education if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older

2) that upon request, a transcript of the hearing will be provided 3) that a local Board of Education decision may be appealed to the State Board and that the student/s may continue in local schools pending a hearing before the State Board if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older 4) that if the appeal to the State Board of Education is lost, a per diem tuition will be assessed for each day a student attended local schools when not eligible to attend.

### **Board of Education Hearing**

Upon written request, the Board of Education shall provide a hearing within ten (10) days after receipt of such request. If there is a hearing, the Board shall make a stenographic record or tape recording of the hearing; shall make a decision on student eligibility to attend local schools within ten (10) days after the hearing; and shall notify the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of its findings. Hearings shall be conducted in accordance with the provisions of Sections 4-177 to 4-180 inclusive of Connecticut General Statutes.

The Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board of Education.

## **Students**

### **Nonresident or Tuition Students (continued)**

Legal Reference: Connecticut General Statutes

4-176e through 4-185 Uniform Administrative Procedure Act.

10-186 Duties of local and regional Boards of education re school attendance. Hearings. Appeals to state Board. Establishment of hearing board.

10-253 School privileges for students in certain placements and temporary shelters

Policy adopted: August 14, 2018  
Policy revised: February 6, 2019

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

## **HIRING OF SCHOOL ADMINISTRATORS**

The Board of Education recognizes that the Superintendent is its sole employee and is responsible for the appointment and supervision of all district personnel in accordance with law and Board policy.

The Board values the importance of a collaborative process in recruiting and hiring administrative staff who will work productively and effectively with the Superintendent to advance the district's mission and goals.

The Superintendent and the Board shall work cooperatively in the recruitment and selection of administrative staff, consistent with applicable statutes and collective bargaining agreements. Specific procedures for administrative searches shall be defined by the Superintendent in consultation with the Board.

Legal Reference: Connecticut General Statutes

10-157 - Superintendents; Relationship to Boards of Education; Appointment and Responsibilities

10-220 – *Duties of Boards of Education*. (Defines the Board's authority to employ teachers and administrators upon the superintendent's recommendation.)

**R2151**

### **Procedure for Hiring Administrators**

For each open administrative position, the Superintendent will appoint a search committee chair, who may be the Director of Human Resources or another designee. The search committee chair will form a Search Committee that includes representation from key stakeholder groups within the school or department in which the administrator will serve, including administrators, faculty, staff, and parents, and may also include up to two Board of Education representatives as selected by the Board Chair. The Superintendent shall not serve as a member of the Search Committee but may observe the process.

Following the initial interview round, the Search Committee will forward a minimum of two but no more than three recommended candidates to the Superintendent for a final interview round.

Additional individuals may be included in the final interview round at the Superintendent's discretion.

The Superintendent shall submit his or her final recommendation(s) to the Board of Education at least five (5) calendar days prior to the regular or special Board meeting at which the Board will vote on the hiring recommendation. This meeting shall be held no later than one (1) calendar month after the Board receives the Superintendent's recommendation(s).

**Alternative Procedure**

Upon request of the Superintendent, the Board may vote to fully authorize the Superintendent to recruit and hire for a specified open administrative position.

### **Booster Clubs/Organizations**

The Board of Education recognizes that booster organizations can make valuable contributions to district-sponsored programs, activities, and student experiences. The Board appreciates the efforts of parents, community members, and volunteers who support students through these organizations.

Booster organizations are independent, voluntary groups and are not agencies of the District. They operate separately from the Board of Education and the school district and are fully responsible for their own governance, finances, fundraising, insurance coverage, and legal compliance.

To ensure that booster activities align with district goals and maintain the health, safety, and equity of students, the Board establishes the following expectations:

- Booster organizations must conduct their activities in a manner consistent with Board policies, district regulations, and all applicable state and federal laws.
- Donations of money, equipment, materials, services, or other items must follow district procedures and may only be accepted with the approval of the Superintendent or designee.
- Booster organizations may not direct, control, or assume responsibility for the conduct of school programs, student participation decisions, or district personnel.
- Booster organizations must coordinate all fundraising efforts, recognition events, awards, and facility use with the appropriate school administrator to ensure compliance with district guidelines and scheduling procedures.
- Booster organizations are responsible for maintaining their own insurance coverage; District insurance does not extend to booster activities or obligations.
- The Board encourages booster organizations to obtain and maintain 501(c)(3) status to support sound financial practices, transparency, and separation from the District.

The Superintendent shall develop and maintain administrative regulations that govern the operation of booster organizations.

Nothing in this policy shall be construed to limit the Superintendent's authority to enforce compliance or to suspend or prohibit booster activities that conflict with Board policy, district operations, or student safety.

#### **Legal References: Connecticut Statute**

- 10-220 – Duties of Boards of Education
- 10-237 – Acceptance of Gifts, Grants, and Donations
- 10-239 – Use of School Facilities

### **Booster Clubs/Organizations - Administrative Regulation**

These guidelines apply to all booster organizations that support district-sponsored programs, activities, or student groups. They are intended to foster productive collaboration, ensure fiscal responsibility, and maintain compliance with Board policies and applicable laws.

#### **Organizational Status, Governance, and Insurance**

The District recommends that all booster organizations obtain 501(c)(3) tax-exempt status to support transparent financial practices, proper governance, eligibility for grants, the ability to accept tax-deductible donations, and clear separation from the District for liability purposes.

Booster organizations are voluntary, independent groups that operate outside the authority of the District. Each organization is fully responsible for its own decisions, finances, legal compliance, and internal governance.

Booster organizations must obtain and maintain their own insurance coverage. District insurance does not extend to booster club activities, and the District assumes no liability for booster-related events, fundraising, purchases, or financial obligations.

#### **Awards and Recognition**

Booster organizations may provide awards recognizing student participation or achievement. Awards shall be coordinated with the Building Principal or program advisor and presented at an appropriate time.

#### **Use of School Facilities**

Booster organizations requesting the use of school facilities or services must follow the District's established facility usage policies and procedures. No booster organization activity may occur on school property without prior approval.

#### **Recognition Functions**

Booster organizations may sponsor recognition events for students without charging admission to the students being honored. Permission must be requested from the Building Principal to schedule such events and to ensure they do not conflict with other school activities. All recognition events must comply with district policies and promote an inclusive and supportive environment.

#### **Equipment and Uniforms**

All official uniforms or attire required for district-sponsored programs shall be purchased by the District. "Official uniform or attire" refers to clothing, headgear, or related items that display school colors or logos (excluding shoes), are worn for official performances, competitions, presentations, or events, and are intended to be collected by the school at the conclusion of the program cycle.

Booster organizations may purchase or donate ancillary gear or apparel—such as supplemental clothing, accessories, equipment, shoes, bags, and similar items—provided the following conditions are met:

- Purchases and donations must comply with all district policies and procedures.

- Items must meet all Board of Education policies and guidelines.
- Donations may not conflict with any existing District contracts, exclusive vendor agreements, or sponsorships.
- Proposed contracts or agreements must be reviewed by the District's attorney and the Superintendent or designee.
- All decisions must consider Title IX requirements to ensure equitable benefits and services for all genders, where applicable.

## **Compliance**

Any conflicts or concerns between a booster organization and district administration shall be resolved by the Superintendent or designee in accordance with these regulations and Board policy. Booster organizations must comply with all state and federal laws relevant to their activities, including those pertaining to financial practices, reporting obligations, and nondiscrimination.

Booster organizations shall not engage in any activity outside the scope of these guidelines.

**Addition of School and District Administrator Positions**

The addition of new school or district administrator positions shall ordinarily occur through the annual budget development process and be subject to Board of Education approval as part of the adopted budget. In situations where the Superintendent determines that an administrative position is needed outside of the regular budget cycle, the Superintendent shall bring the proposed position to the Board of Education for review and approval prior to its creation or implementation.

## **Administration**

### **Evaluation of the Superintendent**

The goals of the annual evaluation of the Superintendent of Schools shall be to:

- Promote professional excellence and improve the skills of the chief school administrator.
- Improve the quality of the education received by the pupils served within the public schools.
- Provide a basis for the review of the performance of the chief school administrator.

### **Evaluation Procedures – Superintendent**

#### **A. Procedures shall be developed by the Board of Education after consultation with the Superintendent and shall include, but not be limited to:**

1. A determination of roles and responsibilities for the implementation of policy and procedures.
2. Development of a job description and evaluation criteria based upon the district's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent.
3. Specification of methods of data collection and reporting appropriate to the job description.
4. Provision for the preparation of an individual plan for professional growth and development based in part upon any needs identified in the evaluation, which shall be mutually developed by the Board of Education and the Superintendent.
5. Preparation of an annual written performance report by a majority of the full membership of the Board of Education and an annual summary conference between the Board of Education, with a majority of the total membership present, and the Superintendent.

The Board of Education, at its discretion, may hire a consultant to assist or advise in the evaluation process.

#### **B. Distribution and Amendments to Procedures**

These procedures shall be distributed to the Superintendent upon adoption. Revisions to the procedures shall be distributed within ten (10) working days after adoption.

## **Administration**

### **Evaluation of the Superintendent (continued)**

#### **C. Self-Evaluation**

The Superintendent shall present to the Board of Education a self-evaluation on or about May 15 pertaining to specific job targets mutually adopted by the Board and the Superintendent and his/her own perception of the extent of accomplishment of each of the skills of the job, including from among the following.

1. Curriculum and Instruction Skills, including achieving the district's instructional priorities and program objectives.
2. Professional Skills, including achieving and/or implementing the district's goals, policies, State goals, and statutory requirements.
3. Administrative Leadership Skills
4. Board Relationship Skills
5. Staff Relationship Skills
6. Communication Skills, including parent-community relations
7. In-Service Growth Skills
8. Business Practices
9. Long-Range Planning

#### **D. Annual Summary Conference**

Prior to June 30 of each year, the Board shall hold an annual summary conference to review with the Superintendent his/her job performance as required by both administrative code and Board policy.

The annual summary conference between the Board of Education, with a majority of the total membership of the Board present, and the chief school administrator shall be held before the written performance report is filed. The conference shall be held in private, unless the Superintendent requests that it be held in public. The conference shall include, but not be limited to:

1. Review of the performance of the Superintendent based upon the job description.
2. Review of the Superintendent's progress in achieving and/or implementing the district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements.
3. A composite report of the Board's perception of the extent of accomplishment of job targets.

## **Administration**

### **Evaluation of the Superintendent (continued)**

#### **E. Annual Written Performance Report**

The annual written performance report shall be prepared on or before July 30 by a majority of the total membership of the Board of Education and shall include, but not be limited to:

1. Performance areas of strength.
2. Performance areas needing improvement based upon the job description and evaluation criteria set forth in subsection A2 of this section.
3. Recommendation for professional growth development.
4. Provision for performance data that have not been included in the report prepared by the Board of Education to be entered into the record by the Superintendent with ten (10) working days after the completion of the report.

Legal Reference: Connecticut General Statutes

10-157 Superintendents. Relationship to local or regional board of education; written contract for employment; evaluation of Superintendent by board of education

**Annual Evaluation of Superintendent**

**I. Relationships with Board of Education**

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>DK</b>	<b>Comments</b>
A. Keeps Board informed on issues, needs, and operation of the school system.							
B. Apprises Board in a prompt and anticipatory manner regarding any exceptions to normal school operations.							
C. Plans agendas and supportive information for Board meetings that permit effective and productive conduct of district affairs.							
D. Provides effective support to the Board through knowledgeable and responsive comments at Board meetings and hearings and provides written information as appropriate.							
E. Maintains liaison between the Board and staff, working toward a high degree of mutual understanding and respect between the staff and the Board.							
F. Promotes a harmonious working relationship with the Board, remaining impartial toward individual Board members.							

**Rating Scale**

**5 = Outstanding**  
**4 = Above average**  
**3 = Satisfactory**

**2 = Marginal**  
**1 = Unsatisfactory**  
**DK = Don't know**

**II. Community Relations**

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>DK</b>	<b>Comments</b>
A. Provides programs to keep community informed concerning district accomplishments and needs.							
B. Provides opportunities to identify community expectations and concerns.							
C. Responds to community, as well as individual, concerns, using appropriate channels for timely resolution.							
D. Represents the schools in the general community and before community organizations.							
E. Gains the confidence and support of the community in the conduct of school district operations.							
F. Encourages parent and community involvement in the schools consistent with Board policies on community relations.							
G. Works cooperatively and effectively with public and private agencies and government leaders at the local and state level.							
H. Works cooperatively and effectively with business and other community leaders within the region.							
I. Develops and maintains cooperative relationships with the news media.							

**Rating Scale**

**5 = Outstanding**  
**4 = Above average**  
**3 = Satisfactory**

**2 = Marginal**  
**1 = Unsatisfactory**  
**DK = Don't know**

**III. Staff and Personnel**

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>DK</b>	<b>Comments</b>
A. Develops and executes sound personnel procedures and practices.							
B. Administers all Board/employee agreements and Board personnel policies in a fair and impartial manner.							
C. Sees that personnel evaluations policies are well implemented for all employees.							
D. Provides a program for continuing growth and professional development of the staff.							
E. Supports the staff, promotes good staff morale, and has their confidence and respect, while expecting their best effort.							
F. Encourages participation of appropriate staff members and groups in planning and problem solving.							

**Rating Scale**

**5 = Outstanding**  
**4 = Above average**  
**3 = Satisfactory**

**2 = Marginal**  
**1 = Unsatisfactory**  
**DK = Don't know**

**IV. Business and Support Services**

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>DK</b>	<b>Comments</b>
A. Manages resources effectively to carry out the district's educational mission.							
B. Makes budget recommendations for funding which reflect district needs and priorities.							
C. Provides financial reports consistent with good practices.							
D. Supervises development and presentation of annual budget.							
E. Plans for space requirements to meet student enrollment and program needs.							
F. Provides for security and safety in the use of school facilities.							
G. Provides direction to promote a well-maintained appearance of buildings.							
H. Provides for a safe, reliable, and efficient pupil transportation system.							
I. Provides for a nutritious and cost-effective food service program.							

**Rating Scale**

**5 = Outstanding**  
**4 = Above average**  
**3 = Satisfactory**

**2 = Marginal**  
**1 = Unsatisfactory**  
**DK = Don't know**

**V. Educational Services**

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>DK</b>	<b>Comments</b>
A. Plans for an educational program consistent with the educational philosophy, goals, and priorities of the district.							
B. Organizes and plans program of curriculum evaluation and improvement and reports student achievement trends.							
C. Recommends to the Board for its adoption all courses of study, curriculum guides, and textbooks.							
D. Directs the supervision of teachers and administrators in the delivery of instruction.							
E. Reports to the Board and discusses at Board meeting curriculum and instruction topics.							
F. Plans for a comprehensive program of student services, i.e., guidance, social work, psychology.							
G. Plans for involvement of appropriate community agencies in the delivery of services to students.							
H. Provides for a safe, well-disciplined learning environment.							
I. Maintains contact and communication with the student body.							

**Rating Scale**

**5 = Outstanding**  
**4 = Above average**  
**3 = Satisfactory**

**2 = Marginal**  
**1 = Unsatisfactory**  
**DK = Don't know**

**VI. Comprehensive Planning and General Management**

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>DK</b>	<b>Comments</b>
A. Interprets and executes the intent of Board policy.							
B. Advises Board on the need for new or revised policy and presents policy to Board.							
C. Develops short and long range plans to solve current problems and meet future need.							
D. Ensures that each school develops improvement plans with prioritized activities and assessment of activities.							
E. Delegates duties and responsibilities when appropriate and monitors follow-up.							
F. Involves school and community personnel in decision making as appropriate.							
G. Coordinates work of the administrative staff and foster development of the administrative team.							
H. Acts on own discretion if action is necessary in any matter not covered by Board policy.							

**Rating Scale**

**5 = Outstanding**  
**4 = Above average**  
**3 = Satisfactory**

**2 = Marginal**  
**1 = Unsatisfactory**  
**DK = Don't know**

**VII. Professional and Personal Guidelines**

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>DK</b>	<b>Comments</b>
A. Bases positions upon principal and professional judgment without regard to their popularity.							
B. Keeps abreast of current trends in education and management and participates in professional development activities.							
C. Stimulates Board, staff, and community awareness of local, state, and national education issues.							
D. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.							
E. Demonstrates ability to work effectively with individuals and groups.							
F. Accepts and utilizes constructive criticism for personal and professional growth.							

**Rating Scale**

**5 = Outstanding**  
**4 = Above average**  
**3 = Satisfactory**

**2 = Marginal**  
**1 = Unsatisfactory**  
**DK = Don't know**

## **BOE Policy Subcommittee Meetings 2026**

Tuesday, February 3, 2026  
Tuesday, March 3, 2026  
Tuesday, April 7, 2026  
Tuesday, May 5, 2026  
Tuesday, June 2, 2026  
Tuesday, July 14, 2026  
Tuesday, August 11, 2026  
Tuesday, September 1, 2026  
Tuesday, October 6, 2026  
Wednesday, November 4, 2026  
Tuesday, December 1, 2026