

Jeffrey R. Newton, Superintendent of Schools
2017– 2018 School Year Established Goals

BOE Approved 10/10/17

In collaboration with the Board, administration, and all stakeholders key goal work for the 2017 – 2018 school year is as follows:

- Fully implement year one of the newly adopted 5-Year Long Range Plan
- Implement, monitor, and report out on the District Improvement Plan, while also monitoring administrators work as it relates to their new School Improvement Plans
- Continue to build transparency and collaboration in budget information and preparation in conjunction with the Board of Education and Board of Finance
- Enhance collaborative efforts (Superintendent, BOE, and Administration) on Capital Improvement Plan development
- In collaboration with the Town, BOE, and BOF develop a joint 10-year facility maintenance plan to support improved attention to building and facility needs
- Ensure the elementary school building alteration projects progress with successful planning, budgeting, scheduling, and ongoing communication in preparation for construction to begin in June 2018
- Bring forth a successful elementary redistricting plan in collaboration with the consulting firm Milone and MacBroom, the BOE, staff, and our school community.

In addition to assessing my performance against the above listed 17'-18' key goals, it is important to also assess my performance against the five major categories listed below. Under each category are leadership actions that I should demonstrate yearly progress on:

1. Educational Leadership and Improvement

- Continually demonstrates overall educational leadership for the East Lyme Public Schools
- Promotes a community and culture of student excellence and rigorous academic standards
- Establishes collaborative goal setting and a process of continued district improvement leading to high student achievement and success
- Supports the work of teachers and staff in continuous improvement, listening to needs and allocating resources as appropriate
- Supports the work of administrators in continuous improvement, collaboratively working towards school improvement and effective goal implementation
- Supports the work of all other district employees monitoring work and assisting with needs
- Facilitates and supports the work of the board with respect to their identified goals
- Understands and remains informed regarding all components of the curriculum, instructional programming, and professional development
- Uses student performance information to collectively make decisions and monitor success
- Remains reflective of practices, is self-evaluative, and is focused on continued learning within the role of superintendent

Commentary:

II. Organizational Planning and Operational Management

- Communicates openly with the board, staff, town, and community regarding budgetary needs of the district

- Develops the annual budget including broad participation of stakeholders and taking into account the priorities and needs of the district
- Plans and implements an effective and efficient budget development and review process
- Maintains a working knowledge of the financial status of the district, evaluating needs on a continual basis
- Ensures the board remains informed regarding the status of operating accounts and any recommended adjustments, as needed
- Monitors (with the Director of Finance, Marketing, and Growth Management) the administration of funds and ensures adequate controls and accounting methods are continuously utilized
- Oversees contractual obligations keeping the board informed of any issues and/or concerns that may arise
- Works collaboratively with the BOS, BOF, and First Selectman on operational matters to promote transparency

Commentary:

III. Community and Board of Education Relations

- Continually supports and respects the work of the board, recognizing each member as a stakeholder
- Respects the right of each individual board member to express their opinion on various matters relating to district operations
- Remains impartial, balanced, and supportive through all communication with board members

- Ensures the board remains informed regarding issues, needs, and operations of the district
- Provides the board with recommendations on items that require board action
- Provides the board with requested information, materials, and data in a timely manner
- Interprets, understands, and executes the intent of board policy
- Supports the goals of the board, implementing necessary strategies to ensure successful achievement
- Maintains open and respectful communication with community members, parents, and all stakeholders
- Ensures district and school office staff maintain positive interactions that are inviting, supportive, and focused on excellent customer service

Commentary:

IV. Personal and Professional Qualities and Relationships

- Leads with fairness, consistency and conviction, especially under pressure and with respect to challenging decisions
- Continually maintains high standards of ethics, honesty, integrity, and trustworthiness in all professional matters
- Leads with the premise that students' best interest is at the heart of all decision making
- Demonstrates the ability to work well with all individuals and groups

- Maintains a commitment to the Superintendency by devoting necessary time and energy to all responsibilities of the position
- Participates in conferences, activities, and on professional committees working closely with other superintendents and districts
- Represents the East Lyme Public Schools in all out-of-district events and activities with the highest professional standards

Commentary:

V. Human Resource Development and Management

- Seeks out opportunities to build morale and sustain a supportive climate that engages full participation of staff, administration, board members, and the community
- Implements and executes sound administrative personnel procedures and practices
- Maintains open lines of communication with all school district staff
- Provides continuous opportunities to build teacher leadership capacity and potential administrators
- Ensures opportunities exist for appropriate staff members and groups to participate in district planning activities, including the hiring of staff
- Places a high priority on the supervision and evaluation of staff through the implementation of the district evaluation plans
- Continually maintains high expectations of staff regarding their performance and continued work within the schools and district

Commentary: