

EVALUATION OF THE SUPERINTENDENT

The Superintendent shall develop proposed goals and work plans for Board review and direction prior to October first of each year.

The Superintendent will provide a written update to the Board on progress toward identified goal areas and work plans as well as any areas identified by the Board needing attention by no later than February 28 of each year.

The Superintendent will provide a final written report to the Board outlining the status of identified goal areas and work plans or any area identified by the Board needing attention by no later than June 15.

By June 30, the Board will finalize its annual review of the Superintendent in writing and review the Superintendent's contract for appropriate adjustments.

The Governing Board shall annually conduct a formal evaluation of the Superintendent's performance in order to assess his/her effectiveness in leading the district toward established goals. The Board and Superintendent shall establish an appropriate schedule for the annual evaluation process.

Evaluation criteria shall be based on Superintendent goals and district goals, and success indicators agreed upon by the Board and Superintendent prior to the evaluation. The evaluation shall provide commendations in areas of strength, provide recommendations for improving effectiveness, and serve as a basis, for making decisions about salary increases and/or contract extension.

Prior to the evaluation, the Superintendent shall be responsible for preparing and distributing to the Board for its review a report of progress toward the Superintendent goals and the district goals, the Superintendent's self-appraisal of accomplishments and performance, and a review of action taken to address any Board recommendations from the previous evaluation. The Board shall also review the Superintendent's current contract and any relevant Board policies.

The Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance or district progress.

The Board president and Superintendent shall sign the evaluation as evidence that the evaluation has been discussed. The Superintendent shall place the evaluation in his/her personnel file.

First Meeting

The Superintendent will review progress relative to the district goals and work plans and

EVALUATION OF THE SUPERINTENDENT (continued)

other identified areas needing attention. After the presentation and questions by the Board, the Superintendent may leave and the Board will discuss the Superintendent's progress.

Second Meeting

The Board always has the prerogative to hold additional closed session meetings to discuss the Superintendent's performance. Every effort should be made to keep the Superintendent apprised of any concerns and the opportunity to openly address any concerns.

The President of the Board, or designee, will write the annual review of the Superintendent's performance. This document will be attached as the cover to the written report of progress submitted by the Superintendent.

If the Board collectively determines the Superintendent's performance is "Needs Improvement" or "Unsatisfactory", then specific recommendations must be made. The Superintendent shall be entitled to a conference with the Board and, after signing the evaluation, may attach a rebuttal.

Provisions for a special committee to work on improving the Superintendent's performance may be implemented by the Board.

Legal Reference:

GOVERNMENT CODE

53262 *Employment contracts, superintendent*

54957 *Closed session, personnel matters*

COURT DECISIONS

Duval v. Board of Trustees, (2001) 93 Cal.App.4th 902

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Evaluation, 2006

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>