

PROCESS FOR THE EVALUATION OF THE SUPERINTENDENT

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 consistent with the terms set forth in the Superintendent's contract.

Evaluation criteria shall be based on 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.

The Superintendent shall be responsible for preparing and distributing to the Board for its review a report of progress toward 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.

Each Board member shall independently evaluate the Superintendent's performance and shall deliver his or her evaluation to the District's General Counsel who shall physically compile said evaluations and deliver the compilation to the Board. There shall be one final evaluation representing the Board's collective judgment. This final evaluation shall be provided to the Superintendent for his/her response.

The Board shall meet in closed session with the Superintendent to discuss the evaluation with the Superintendent.

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.

After each evaluation has been completed, the Board shall meet in open session to report on the result of the evaluation. At a Board workshop each year, the Board and Superintendent shall jointly identify performance goals for the next year.

Legal Reference:

Government Code  
54957 Closed session, personnel matters

Effective: July 16, 2007