Evaluation of Superintendent

Adopted: 02/20/1998 **| Last Revised:** 01/14/2025 **| Last Reviewed**: 01/14/2025

The Board of Education believes that an annual evaluation of the Superintendent's performance serves to measure the district's progress toward established goals and objectives and strengthens working relationships between the Superintendent and the Board. Evaluations should provide commendations in areas of strength and recommendations for improving effectiveness, thus clarifying the Superintendent's role and giving the Board and Superintendent an opportunity to jointly identify priorities among the Superintendent's many responsibilities. Evaluations also should help the Board to set reasonable criteria for salary increases and/or contract extension.

Performance Objectives

The Board and Superintendent shall annually agree upon the criteria, schedule, method(s), and instrument(s) that shall be used to evaluate the Superintendent's performance. These objectives shall reflect established goals and needs of the district with regard to the educational program, personnel, operations, management, community relations, Board-Superintendent relations, and professional leadership.

Evaluation Process

Prior to the evaluation, the Superintendent shall provide to the Board for its review a report of progress toward district goals, the Superintendent's self-appraisal of accomplishments and performance, and a statement of actions taken to address any Board recommendations from the previous evaluation.

Each Board member shall independently evaluate the Superintendent's performance based upon the evaluation criteria, after which the Board shall produce a single document that integrates the individual evaluations and represents the consensus of the Board.

The evaluation shall provide commendations in areas of strength and achievement and recommendations for improving effectiveness in any areas of need, concern, or unsatisfactory performance.

The Board shall meet in closed session with the Superintendent to discuss the evaluation. At this meeting, the Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional information regarding performance or district progress.

The discussion shall include the establishment of performance goals for the next year and may identify professional development opportunities for the Superintendent and/or the entire governance team to address areas of concern, strengthen the relationship between the Superintendent and Board, or enhance the Superintendent's knowledge of current educational issues and leadership and management skills.

The Superintendent and Board members shall agree upon and sign an evaluation summary. A copy of the signed evaluation will be kept on file in the Superintendent's Office. The evaluation, including personal performance goals, shall be confidential to the extent permitted by law.

The Superintendent and Board president shall examine dates specified in the Superintendent's contract and shall establish an appropriate schedule for the annual evaluation process and annual setting of performance objectives.

Additional evaluations may be arranged at any time during the year at the request of either the Board or the Superintendent.

Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Legal References:

STATE
GOVERNMENT CODE
54957 Closed session personnel matters
7928.400 Public Records Act; employment contracts
MANAGEMENT RESOURCES
COURT DECISIONS
Duval v. Board of Trustees (2001) 93 Cal.App.4th 902
Versaci v. Superior Court (2005) 127 Cal.App.4th 805
WEBSITE
CSBA District and County Office of Education Legal Services https://legalservices.csba.org/#
Association of California School Administrators http://www.acsa.org/
CSBA http://www.csba.org/#

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