

**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.

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 Board shall develop, with the Superintendent, performance objectives based on district needs. The Superintendent's performance review shall be consistent with these objectives.

The Board and Superintendent or designee shall agree in writing on:

1. What the Board expects the Superintendent and staff to accomplish.
2. The availability of needed resources, existing constraints such as budget, personnel and contract or legal conditions.
3. The roles of Board members and Superintendent in accomplishing Board priorities.
4. Problems in the Superintendent's past performance and specific recommendations for improvement.
5. Priorities the Board and Superintendent have agreed to change, improve, or accomplish.
6. Performance objectives for top priority items, setting out who will do what, and by when they will do it.
7. A timetable for the Board and Superintendent to review progress toward agreed objectives.

**Rating scale Checklist**

A rating scale checklist shall be used to supplement the evaluation of performance objectives. The checklist shall be a list of responsibilities cited in contract, policies, and job description.

**Evaluation Procedure**

1. Each Board member shall individually evaluate the performance of the Superintendent based upon performance objectives by July 1.

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2. Each Board member shall individually rate the performance of the Superintendent on the checklist by July 1.
3. The Board president shall prepare a compilation of the evaluations and ratings with all written comments intact.
4. In the event the Superintendent is not performing his/her duties in a satisfactory manner according to the standards of the Board, the Board shall notify the Superintendent or designee in writing of such fact and describe such unsatisfactory performance. (Education Code 44664)
5. The composite shall be presented to the Superintendent by July 30.
6. The entire Board shall meet with the Superintendent to annually review the evaluation by July 30 at which time the Board will make specific recommendations as to areas of improvement in the Superintendent's performance and endeavor to assist the Superintendent or designee in such performance.
7. Board members and/or Superintendent have the option to request individual conferences following formal evaluation to discuss individual Board member ratings.

Prior to the evaluation, 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.

The Board shall meet in closed session with the Superintendent to discuss the evaluation. (Government Code 54957)

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 give the Board and Superintendent an opportunity to jointly identify performance goals for the next year.

**Administration**

BP 2140 (c)

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*Legal Reference:*

GOVERNMENT CODE

54957 *Closed session, personnel matters*

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**SANTEE SCHOOL DISTRICT**  
Santee, California