

**EVALUATION OF THE SUPERINTENDENT/PRINCIPAL**

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

*(cf. 0000 - Vision)*

*(cf. 2121 - Superintendent's Contract)*

*(cf. 9000 - Role of the Board)*

Evaluation criteria shall be based on district goals and success indicators agreed upon by the Board and Superintendent/Principal 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.

*(cf. 2110 - Superintendent Responsibilities and Duties)*

The Board and Superintendent/Principal shall annually consider what evaluation method(s) will best serve the district and agree on the specific written instrument to be used.

Prior to the evaluation, the Superintendent/Principal shall be responsible for preparing and distributing to the Board for its review a report of progress toward district goals, the Superintendent/Principal'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/Principal's current contract and any relevant Board policies.

Each Board member shall independently evaluate the Superintendent/Principal's performance. The Board shall determine who will summarize and combine the individual evaluations to create a consensus document and how that consensus document will be formatted. The evaluation shall be a composite of individual Board members' opinions, but there shall be only one final evaluation representing the Board's collective judgment. This final evaluation shall be provided to the Superintendent/Principal for his/her response.

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

*(cf. 9321 - Closed Session Purposes and Agendas)*

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

**EVALUATION OF THE SUPERINTENDENT/PRINCIPAL (continued)**

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

After each evaluation has been completed, the Board shall meet in open session to give the Board and Superintendent/Principal an opportunity to jointly identify performance goals for the next year.

*(cf. 2111 - Superintendent Governance Standards)*

*(cf. 9005 - Governance Standards)*

*(cf. 9400 - Board Self-Evaluation)*

*Legal Reference:*

GOVERNMENT CODE

*54957 Closed session, personnel matters*

*Management Resources:*

CSBA PUBLICATIONS

*Maximizing School Board Governance: Superintendent Evaluation, 2004*

WEB SITES

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

*CSBA, Single District Governance Services: <http://www.csba.org>*