

**Administration**

**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 and objectives. The Superintendent and Board shall establish an appropriate schedule for the annual evaluation process.

Evaluation criteria shall be based on district priorities and shall follow the protocol established in Exhibit 2140.1. 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 and Superintendent shall mutually determine 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 shall be responsible for preparing and distributing to the Board a progress report 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 using the District evaluation instrument. The Board President shall then 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 in writing to the Superintendent for his/her response.

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 Superintendent and Board president shall sign the evaluation as evidence that the evaluation has been discussed. The superintendent shall place the evaluation in the Superintendent's 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 priorities for the next year.

Legal Reference:

GOVERNMENT CODE

[54957](#) Closed session, personnel matters