

Administration

EVALUATION OF THE SUPERINTENDENT

Evaluation of Superintendent

The West Sonoma County Union High School District Board of Education intends to conduct a formal evaluation of the Superintendent's performance each year. The evaluation is conducted to assess the Superintendent's effectiveness in leading the District. A central purpose of the evaluation is to further the growth and development of the Superintendent and District. Evaluation criteria shall be based on District goals and objectives and agreed upon prior to the evaluation by the Board and Superintendent.

The Board and Superintendent shall annually consider what evaluation method best serves the approach and needs of the District. The selection of the evaluation method shall be agreed upon in June annually. The evaluation shall provide an opportunity for commendations in areas of strength; provide recommendations for improving effectiveness and serve as a basis for making decisions about salary increase and/or contract extensions.

It is the intent of the Board to complete an evaluation in April annually. The Superintendent shall provide an update in December on progress towards achieving goals and objectives as well as a summary of progress and a self-appraisal. The Superintendent should also provide a review of action taken to address any Board recommendations from the prior year evaluation. It is the intention of the Board and Superintendent to embark upon a goal setting process that allows for the formulation of goals and objectives in April.

Each Board member shall independently evaluate the Superintendent's performance. The Board collectively shall examine all Board member's evaluations and reach an agreement on the evaluation. The Board President or designee shall then formulate a single evaluation based on the Board's collective judgment to be reviewed by the whole Board. This evaluation shall be provided to the Superintendent. The Board and Superintendent shall meet in closed session to discuss the evaluation (Government Code 45957).

The Superintendent shall have an opportunity to seek clarification, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance. The Superintendent and Board President shall sign the evaluation as evidence that the evaluation has been discussed and shall place the evaluation in the Superintendent's personnel file. The Superintendent shall have ten (10) days from receipt of the evaluation to respond in writing to the evaluation. The Superintendent's written comments shall be filed with the evaluation in a sealed envelope in the superintendent's personnel file and marked "Confidential: To Be Opened by Authorized Personnel Only."

Adopted: January, 1986
Revised: 4/92; 6/24/2015
Reviewed: 11/15/94

WEST SONOMA COUNTY UHSD
Sebastopol, California