

WSCUHSD

**Sequence for Evaluation of the Superintendent
Developed at Board Workshop on September 22, 2012**

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| Step 1 JUNE | <ul style="list-style-type: none"> • Governance Team reviews annual goals and success indicators for coming year; communicates Board expectations regarding progress reports; ensures budget supports the goals; reviews evaluation process, format and timeline; and makes recommendations for coming year. |
| Step 2 AUGUST | <ul style="list-style-type: none"> • Superintendent develops and presents to the Board an administrative action plan for achieving goals. • Superintendent communicates plan to staff and implementation begins. |
| Step 3 DECEMBER | <ul style="list-style-type: none"> • Superintendent provides mid-year report regarding progress on achieving goals and discusses progress toward goals with Board (can be in closed session under “Superintendent Evaluation.”) Additional progress reports may be scheduled as necessary during the year. |
| Step 4 FEBRUARY | <ul style="list-style-type: none"> • Board and Superintendent review procedures, timeline and format for current year’s evaluation. • Superintendent prepares and presents evaluation packet for the Board that includes Superintendent's report on goal achievement, self-evaluation, and contract and Board Policy language on evaluation. • Board President distributes evaluation forms. |
| Step 5 MARCH | <ul style="list-style-type: none"> • Trustees individually evaluate Superintendent’s performance using instruments and methods agreed to by the Governance Team. • The full Board meets in closed session to have a conversation and develop the full document. |
| Step 6 MARCH (may require two Board meetings in March) | <ul style="list-style-type: none"> • After Board President and/or other designated Trustee compile(s) evaluations and create(s) a summary document, the document is reviewed and approved by the full Board. • Copies of the approved confidential summary document are distributed to the Board and the Superintendent. |
| Step 7 APRIL (before goal setting for coming year) | <ul style="list-style-type: none"> • In closed session, after all parties have received the approved confidential evaluation summary document, Board and Superintendent meet to discuss the evaluation. • Superintendent has the opportunity to respond to the Board’s evaluation. • Following the annual formal evaluation meeting of the Superintendent and the Board, the final evaluation is signed by Board President (or entire board) and Superintendent. Final signed document is included in Superintendent’s personnel file. |
| Step 8 APRIL | <ul style="list-style-type: none"> • Governance Team drafts goals and success indicators for coming year. |
| Step 9 MAY | <ul style="list-style-type: none"> • Board finalizes annual goals and success indicators for coming year. |

Adopted: 6/24/2015

WEST SONOMA COUNTY UHSD