

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

Evaluation Process – California Schools Joint Powers Authorities Position of Chief Executive Officer

The San Bernardino County Superintendent of Schools has developed the following evaluation process to seek input from the Executive Committees of the California Schools Employee Benefits Association (CSEBA) and California Schools Risk Management (CSRM) in the evaluation of the Chief Executive Officer (CEO).

1. (a) At the **January/February** meeting of each even-numbered year, each Executive Committee (CSEBA and CSRM) shall conduct an evaluation of the CEO and provide feedback to the County Superintendent on the performance of the CEO, as well as to develop proposed goals framed in terms of the short- and long-term goals of the CSEBA/CSRM and the CEO's role in the implementation of those objectives. The Executive Committee shall appoint a subcommittee consisting of two Committee Members to document the proceedings of the evaluation session, prepare the Evaluation and Goal Setting Feedback Form described below, and submit the Form to the County Superintendent on behalf of the Executive Committee. The Executive Committee shall provide an opportunity to the CEO to attend the evaluation sessions and present a report of his/her accomplishments and challenges for the current evaluation period, as well as proposed goals for the following evaluation cycle, to inform the work of the Executive Committee and the subcommittee. The County Superintendent (or his/her designee) may, at his/her sole discretion, participate as facilitator of these sessions. These discussions shall be agendaized as evaluation sessions and take place in closed session of the Executive Committee meeting, pursuant to Government Code section 54957(b)(1).

(b) The Executive Committee should develop specific commendations, recommendations, and goals, for the Superintendent's consideration. While the commendations and recommendations for the CEO should be specific and performance-based, citing examples as appropriate, the goals developed should be framed more broadly in terms of short- and long-term goals of the CSEBA/CSRM and the CEO's role in implementing those objectives. The Superintendent welcomes a minimum of three, but no more than five (each) of commendations, recommendations, and goals.
2. The subcommittee shall meet prior to the **April/May** meeting of the Executive Committee in each even-numbered year and complete the Evaluation and Goal Setting Feedback Form based on the deliberations of the Executive Committee at its January/February meeting, attaching additional pages as needed. The meeting of the subcommittee shall be confidential, consist only of the two Committee members, and shall not be subject to the Brown Act. (Gov. Code § 54952(b).) The subcommittee shall also invite the CEO to be present in order to respond to the subcommittee's questions, comments, and concerns.
3. (a) At the **April/May** meeting of each even-numbered year, the appointed subcommittee shall present its completed Evaluation and Goal Setting Feedback Form to

the full Executive Committee. Such discussion shall occur in closed session pursuant to Government Code section 54957(b)(1). The Executive Committee shall afford the CEO the opportunity to attend the session in order to receive the entirety of the feedback from the subcommittee and Executive Committee, as well as to have the opportunity to respond to any questions or concerns raised by the Committee prior to the final recommendations being made. The County Superintendent (or his/her designee) may, at his/her sole discretion, participate as facilitator of these sessions. The Executive Committee shall discuss the commendations, recommendations, and goals as presented by the subcommittee and provide feedback as necessary for the subcommittee to finalize the input on behalf of the Executive Committee to the Superintendent.

(b) At this meeting, the Executive Committee shall also adopt an evaluation calendar for the following two-year evaluation cycle, which shall incorporate the periodic formative evaluation sessions described in number 6, below.

4. Following discussion with the full Committee, the subcommittee shall finalize and sign the Evaluation and Goal Setting Feedback Form, attaching additional pages as needed, and submit it to the Superintendent's Office no later than **May 31** of each even-numbered year, along with any documentation developed by the subcommittee or Executive Committee during the evaluation process.
5. The Superintendent (or designee) shall complete the evaluation by June 30 of each even-numbered year, in accordance with Superintendent's Policy 4315, unless an extension is otherwise agreed to between the Superintendent and the CEO. While the Superintendent will take into account the input of the Executive Committee in preparing the final evaluation, it shall be the sole duty of the Superintendent, as the Administrative Agent and employer, to conduct the evaluation and set goals for the CEO. The final evaluation, as well as the annual planning and review of goals and objectives of the CEO, shall be confidential and shall not be shared with the Executive Committees or the subcommittees thereof. The Goal Setting Feedback Form, and any notes or documents prepared by the respective subcommittees or Executive Committees in the course of the evaluation process set forth herein shall be kept confidential at all times, and shall be submitted together to the Superintendent's office where they will be maintained in a separate confidential file.
6. In addition to the formal evaluation cycle described above, which shall be completed in even-numbered years, it is recommended that the Executive Committee conduct periodic formative evaluation input sessions with the CEO. It is recommended that the Executive Committee hold three such sessions in odd-numbered years, and two sessions in even-numbered years, in addition to the process described above (i.e., in the latter half of the odd-numbered year). However, such sessions may also be conducted on a quarterly or semi-annual basis, at the discretion of the Executive Committee and pursuant to the schedule adopted at the April/May meeting of each even-numbered year (see number 3(b), above). These sessions shall similarly be confidential and held in closed session pursuant to Government Code section 54957(b)(1), and the CEO should be afforded the opportunity to attend each session and provide a report on his/her accomplishments and challenges, as well as receive the full benefit of the Executive Committee's feedback

prior to the formal evaluation cycle. The County Superintendent (or his/her designee) may, at his/her sole discretion, participate as facilitator of these sessions. The Executive Committee shall discuss commendations, recommendations, and goals for the CEO. No formal documentation is required to be submitted to the Superintendent; however, all such materials shall be submitted to the Superintendent's office to be maintained in the separate confidential file.

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

**Evaluation and Goal Setting Feedback for the Evaluation of the Chief Executive Officer
(CEO) of the California Schools Joint Powers Authorities (CSJPA)
from the Executive Committee of:**

_____ **California Schools Employee Benefits Association (CSEBA)**
_____ **California Schools Risk Management (CSRM)**

For the School Years: _____

Provide 3-5 commendations and recommendations in the spaces below on the performance of the CEO for the current and last school years. (Attach additional pages as needed.)

Commendations:

1. _____

2. _____

3. _____

4. _____

5. _____

Recommendations:

1. _____

2. _____

- 3. _____

- 4. _____

- 5. _____

Provide 3-5 proposed goals for the CEO for the next two school years, framed in terms of the short- and long-term goals of the CSEBA/CSRM and the CEO's role in the implementation of those objectives. (Attach additional pages as needed.)

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

The foregoing was approved by the Executive Committee on: _____

Signatures of Members of the Subcommittee:

Signature

Print Name

Signature

Print Name