

# Administrative Procedure 475

## Human Resources

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### SECRETARY-TREASURER EVALUATION

#### BACKGROUND

The superintendent is responsible for the evaluation of the secretary-treasurer.

The charter board believes that the purpose of this evaluation must be consistent with the purposes for supervision and evaluation of staff as described in AP-405 Supervision and Evaluation. In addition, the secretary-treasurer's evaluation is to meet these specific intents:

- to assess performance relative to the achievement of stated goals and objectives;
- to assist the secretary-treasurer to improve upon his/her performance; and
- to provide data for charter board decision-making relative to future compensation and employment.

#### GUIDELINES

1. The superintendent will evaluate the performance of the secretary-treasurer within the first three (3) months of the probationary period and one (1) month prior to the end of the probationary period.
2. The superintendent shall consider the effectiveness of the secretary-treasurer in discharging his/her duties under AP-474 and shall consider the desired qualifications of the secretary-treasurer under AP-473.
3. In formulating its evaluation, the superintendent shall consult the secretary-treasurer and any other interested parties.
4. Following a positive evaluation, the superintendent will provide the charter board with a recommendation regarding the extension or renewal of the secretary-treasurer's employment.

Cross Reference: AP-473 Secretary-Treasurer Qualifications  
AP-474 Secretary-Treasurer Role Description  
AP-405 Supervision and Evaluation

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