

# Administrative Procedure 475

## Human Resources

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# SECRETARY-TREASURER OR SECRETARY TO THE BOARD AND TREASURER TO THE BOARD EVALUATION

## BACKGROUND

The superintendent is responsible for the evaluation of the secretary-treasurer or secretary to the board and treasurer to the board.

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 or secretary to the board's and treasurer to the board'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 or secretary to the board and treasurer to the board 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 or secretary to the board and treasurer to the board within the first three (3) months of the probationary period, at the six-month probationary period and the one-year term of the contract.
2. The superintendent shall consider the effectiveness of the secretary-treasurer or the secretary to the board and the treasurer to the board in discharging his/her duties under AP-474 and shall consider the desired qualifications of the secretary-treasurer or the secretary to the board and the treasurer to the board under AP-473.
3. In formulating its evaluation, the superintendent shall consult the secretary-treasurer or the secretary to the board and the treasurer to the board 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 or the secretary to the board's and treasurer to the board's employment.

<b>Cross Reference:</b>	AP-473 Secretary-Treasurer or Secretary to the Board and Treasurer to the Board Qualifications AP-474 Secretary-Treasurer or Secretary to the Board and Treasurer to the Board Role Description AP-405 Supervision and Evaluation
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