

Executive Evaluation – Secretary Treasurer



April 2026

Background

The Superintendent is responsible for the evaluation of the Secretary–Treasurer.

The purpose of this evaluation must be consistent with the purposes for supervision and evaluation of staff. In addition, the Secretary–Treasurer’s evaluation is to meet these specific requirements:

- To assess performance relative to the achievement of stated goals and objectives.
- To assist the Secretary–Treasurer to improve upon his/her performance.
- To provide data for the Board of Trustee’s decision–making relative to future compensation and contract renewal.

Procedures

1. The Superintendent will evaluate the performance of the Secretary–Treasurer at least three (3) months prior to the termination date of the Secretary–Treasurer’s contract for services.
2. The Superintendent shall consider the effectiveness of the Secretary–Treasurer in discharging his/her duties and shall consider the desired qualifications of the Secretary–Treasurer.

Reference: *Board of Trustees Governance and Operations Manual*
Approved: September 2016
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