

Book	Policy Manual
Section	1000 Administration
Title	EVALUATION OF THE TREASURER
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### 1330 - **EVALUATION OF THE TREASURER**

The Board of Education requires evaluation of the performance of the Treasurer in order to assist both the Board and the Treasurer in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership. The Board, in establishing procedures for a formal performance evaluation of the Treasurer and conducting the evaluation in accordance with those procedures, shall consider the evaluation(s) in deciding whether to renew the Treasurer's employment contract. However, the establishment of the evaluation procedure does not create an expectation of continued employment. The Board is responsible for the final determination regarding the Treasurer's employment contract.

The objectives of the Board's evaluation shall be to:

- A. promote professional excellence and improve the skills of the Treasurer;
- B. improve the quality of District educational services and fiscal operations;
- C. provide a basis for the review of the Treasurer's performance.

Criteria for the evaluation of the Treasurer shall be based upon the job description and shall relate directly to each of the tasks described therein. Each criterion shall be brief and shall focus on a major function of the position, be based on observable information rather than on factors requiring subjective judgment, and be written in the same format.

Data for the evaluation of the Treasurer will be gathered by any one (1) or more of the following methods:

- A. direct observation
- B. review of a document(s) produced in the performance of assigned duties
- C. interviews with the Treasurer regarding his/her knowledge of assigned duties
- D. reference to previous performance reports

The Board shall annually, evaluate the performance of the Treasurer. Such evaluation shall include an assessment of the:

- A. progress toward the established goals of the District;
- B. performance based on expectations prescribed in the job description;
- C. working relationship between the Board and the Treasurer;
- D. Board's own effectiveness in providing direction to the Treasurer.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

The Board and the Treasurer, jointly, shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted and the evaluation model to be used. Such method may include:

- A. the Treasurer's own self-analysis of the current status of the District;
- B. the Treasurer's self assessment of his/her performance;
- C. the active participation of each Board member;
- D. a recommendation from a Board committee;
- E. a compilation of assessments on a prepared standard form by individual Board members, which shall then be reviewed jointly by the Board and Treasurer;
- F. evaluation interviews between the Board and Treasurer during which no other business is discussed;
- G. recommendations/commendations made regarding the Treasurer's job performance;

H. the Treasurer's assessment of Board efficiency and effectiveness.

As an outcome of the evaluation of the Treasurer's performance, the Board should be prepared to judge the advisability of retention of the Treasurer and be prepared to:

A. determine the Treasurer's salary;

B. identify strengths and weaknesses in his/her operation and determine means by which weaknesses can be reduced and strengths are maintained.

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**Last Modified by Alexandra Hernandez on August 15, 2022**