

Article 2
Administration
BP 2140

Evaluation of the Superintendent

01 ***Note: The following optional policy should be revised to ensure consistency
02 with specific evaluation provisions in the Superintendent's contract.
03 Information and training on effective superintendent evaluation are available
04 through CSBA's Governance Consulting Services.***
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07 The Governing Board recognizes its responsibility to establish an evaluation
08 system that enables a fair assessment of the Superintendent's effectiveness in
09 leading the district toward established goals, serves to support his/her
10 continued growth in leadership and management skills, and provides a basis
11 for Board decisions regarding contract extension and compensation. The
12 Board shall annually conduct a formal evaluation of the Superintendent's
13 performance and may provide additional opportunities throughout the year to
14 review the Superintendent's progress toward meeting established goals.
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18 (cf. 0000 - Vision)
19 (cf. 0200 - Goals for the School District)
20 (cf. 0500 - Accountability)
21 (cf. 2121 - Superintendent's Contract)
22 (cf. 9000 - Role of the Board)
23 (cf. 9005 - Governance Standards)
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27 ***Note: In Duval v. Board of Trustees, the court held that a board could meet
28 in closed session to select the criteria for the superintendent's evaluation,
29 establish a fact-gathering mechanism, and designate particular areas of
30 emphasis because these actions might reflect the board's initial perception of
31 the superintendent's performance since the last evaluation. District legal
32 counsel should be consulted with questions regarding the permissible scope of
33 closed session discussions regarding superintendent evaluation.***
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36 The Board shall determine, with the Superintendent's input, the criteria,
37 schedule, method(s), and instrument(s) to be used for the Superintendent's
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39 evaluation. Evaluation criteria shall include, but are not limited to, district goals
40 and success indicators; educational, management, and community leadership
41 skills; and the Superintendent's professional relationship with the Board.

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44 (cf. 2110 - Superintendent Responsibilities and Duties)

45 (cf. 2111 - Superintendent Governance Standards)

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47 Prior to the evaluation, the Superintendent shall provide to the Board for its
48 review a report of progress toward district goals, the Superintendent's
49 self-appraisal of accomplishments and performance, and a statement of
50 actions taken to address any Board recommendations from the previous
51 evaluation.

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55 ***Note: Typically, each Board member individually evaluates the
56 Superintendent and those individual evaluations are then summarized into one
57 document. In some districts, the Board president is given the authority to
58 develop this composite document while, in others, the Board appoints a
59 subcommittee or another Board member to develop it. The full Board takes
60 action on the composite document that is provided to the Superintendent. The
61 following paragraph is optional and may be modified to reflect district
62 practice.***

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66 Each Board member shall independently evaluate the Superintendent's
67 performance based upon the evaluation criteria, after which the Board shall
68 produce a single document that integrates the individual evaluations and
69 represents the consensus of the Board.

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72 (cf. 9121 - President)

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74 The evaluation shall provide commendations in areas of strength and
75 achievement and recommendations for improving effectiveness in any areas of
76 need, concern, or unsatisfactory performance.

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79 ***Note: Pursuant to Government Code 54957, the Board and Superintendent
80 may meet in closed session to discuss the Superintendent's evaluation, but
81 must not use the public employee performance evaluation exception for
82 discussion or action on any proposed change in compensation other than a
83 reduction in compensation that results from the imposition of discipline. In
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86 addition, the Board may meet in closed session with its negotiator pursuant to
87 the labor negotiations exception to discuss any proposed change in
88 compensation for unrepresented employees, including the Superintendent.
89 See BP 2121 - Superintendent's Contract and BB 9321 - Closed Session
90 Purposes and Agendas.***
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93 The Board shall meet in closed session with the Superintendent to discuss the
94 evaluation. (Government Code 54957)
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97 (cf. 9321 - Closed Session Purposes and Agendas)

98 (cf. 9321.1 - Closed Session Actions and Reports)
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101 At this meeting, the Superintendent shall have an opportunity to ask questions,
102 respond verbally and in writing to the evaluation, and present additional
103 information regarding his/her performance or district progress.
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106 The discussion shall include the establishment of performance goals for the
107 next year and may identify professional development opportunities for the
108 Superintendent and/or the entire governance team to address areas of
109 concern, strengthen the relationship between the Superintendent and Board, or
110 enhance the Superintendent's knowledge of current educational issues and
111 leadership and management skills.
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114 (cf. 9240 - Board Training)

115 (cf. 9400 - Board Self-Evaluation)
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118 ***Note: The following paragraph may be revised to reflect district practice. In
119 Versaci v. Superior Court, the court of appeals held that, if the
120 Superintendent's personal performance goals are not incorporated into his/her
121 employment contract, then they are not subject to disclosure under the
122 California Public Records Act (Government Code 6254.8). According to the
123 court's ruling, a general statement in the contract referring to goal setting in
124 conjunction with performance evaluations does not clearly and unequivocally
125 evidence the parties' intent to incorporate the future goals into the contract.***
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129 After the Board and Superintendent have discussed the evaluation, the Board
130 president and Superintendent shall sign the evaluation and it shall be placed in
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133 the Superintendent's personnel file. The evaluation, including personal
134 performance goals, shall be confidential to the extent permitted by law.

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137 (cf. 4112.6/4212.6/4312.6 - Personnel Files)

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141 Legal Reference:

142 GOVERNMENT CODE

143 6254.8 Public Records Act; employment contracts

144 54957 Closed session, personnel matters

145 COURT DECISIONS

146 Versaci v. Superior Court, (2005) 127 Cal.App.4th 805

147 Duval v. Board of Trustees, (2001) 93 Cal.App.4th 902

148 Management Resources:

149 WEB SITES

150 CSBA: <http://www.csba.org>

151 Association of California School Administrators: <http://www.acsa.org>

152 CSBA: (7/04 3/11) 7/17

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155 Adopted: _____

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