

CBI - Superintendent Evaluation

The SAU Governing Board shall conduct an annual formal evaluation of the Superintendent of the SAU. CBI-F1 will be utilized for the superintendent's initial contract period. In subsequent years, the SAU Governing Board will determine, at the May meeting, whether CBI-F1 or CBI-F2 will be utilized. Through this evaluation, the SAU Governing Board will strive to accomplish the following in accordance with Section 194-C:4

- Evaluate the performance of the superintendent in the areas of student growth and achievement; organizational leadership; district operations and fiscal management; communication and community relations; human resource management; professionalism; and achievement of annual goals.
- Each district shall perform an annual review of the goals from the prior evaluation process with a target completion date no later than 30 September of each year.

The SAU Governing Board will provide the superintendent with periodic opportunities to discuss superintendent-board relationships and will inform him/her, at least annually, of its assessment of his/her performance. Members of the Superintendent Performance Evaluation Committee (SPEC) will perform the superintendent evaluation. The SPEC will be composed of the SAU Governing Board chair, SAU Governing Board vice-chair, the chair of each district board, or their individual designee.

Before December 31 of each year, each district board member shall evaluate the superintendent using either form CBI-F1 or CBI F2 as adopted by the SAU Governing Board for this purpose and submit the same to their district board chair or their designee. Each district school board chair, or their designee, will submit a composite/summary evaluation report using CBI-F1 or CBI-F2 to the SPEC by 31 January. On or before 15 February, the SPEC will prepare the final evaluation of the superintendent pursuant to the procedure (CBI-R), utilizing the school district board chairs' evaluation reports and staff feedback. The final evaluation assessment is to be - voted upon by the SAU board prior to presentation to the superintendent.

The SPEC will hold a meeting to present the evaluation to the superintendent before the last district deliberative session. The SPEC will give the superintendent a written copy of his/her evaluation after incorporating the superintendent's comments. A copy of the evaluation, signed by the superintendent, will be given to the SAU office and retained in the superintendent's personnel record. Evaluation of the superintendent shall be conducted in such a manner as to:

1. Provide positive and constructive feedback to the superintendent that will support and promote the superintendent's professional growth and development;
2. Strengthen the working relationship between the SAU Governing Board, each of the district boards, and the superintendent by providing a comprehensive vehicle for communication and to promote effective administrative leadership.

Should any area of the evaluation be found to be in need of improvement, the SPEC may develop a Personal Improvement Plan with the superintendent, which contains specific objectives to be met and a timeline for completion of each objective.

1st Reading: October 29, 2013

Tabled: November 21, 2013

2nd Reading: December 5, 2013 (as amended)

3rd Reading: Waived

Adopted: December 5, 2013

First Reading: September 3, 2014

Second Reading: October 1, 2014

Third Reading: Waived

Adopted: October 1, 2014

Amended First Reading: October 3, 2019

Adopted: October 3, 2019