
SAU 41 Governing Board

**Policy CBI-R INSTRUCTIONS FOR SUPERINTENDENT PERFORMANCE REVIEW
PROCESS SCHOOL DISTRICT BOARDS**

Category: Recommended

See also CBI, CBI-F1, CBI-F2

All members of each school district board will be provided with the most recently updated CBI-F1 or CBI-F2 Superintendent Evaluation Form no later than 1 December. Each member will determine a numerical score for each section and sub-section of the evaluation. Members are encouraged to supply written comments, including observations and evidence, to support their ratings. Two (2) members of the Superintendent Performance Evaluation Committee (SPEC) will meet with each of the superintendent's direct reports to evaluate the superintendent's performance.

No later than 31 January, each school district board will meet to perform a section-by-section discussion and deliberation of member evaluations. Chairs will facilitate consensus on their school district boards' ratings and comments for each sub-section and section, redacting information protected under RSA 91A:3, and compiling their members' evaluations into a single School District Superintendent Evaluation in the format of CBI-F1 or CBI-F2.

Once each school district board approves its School District Superintendent Evaluation, individual member evaluations will no longer be valid.

SAU Governing Board - Superintendent Performance Evaluation Committee (SPEC)

The SPEC will convene a non-public meeting, under RSA 91A:3, no later than February 28th of each year for the sole purpose of finalizing the superintendent evaluation.

The input from each school district board chair will be their board's approved School District Superintendent Evaluation. The Board's Vice-Chair, or their designee, will facilitate the compiling of the three school district boards' evaluations and the input obtained from the superintendent's direct reports, redacting information protected under RSA 91A:3.

SAU Governing Board - Superintendent Performance Review

The SPEC will schedule a Superintendent Performance Review Session, during a non-public meeting under RSA 91A:3, to review the completed SAU 41 Superintendent Evaluation and approve the final SAU 41 Superintendent Evaluation. This session is to be concurrent with a regularly scheduled Board meeting held prior to the school districts' annual deliberative meetings. Once the SAU Superintendent Evaluation is approved and signed by the Board Chair, the individual school district board evaluations are no longer valid. The completed SAU Superintendent Evaluation must be presented to the superintendent prior to the last of the school district deliberative sessions/meetings. They will sign the evaluation to acknowledge receipt and may include written comments if so desired.

Adopted: October 1, 2014
First Reading: October 13, 2016 (as amended)
Second Reading: Waived
Third Reading: Waived
Adopted: October 13, 2016
First Reading: October 3, 2019 (as amended)
Second Reading: Waived
Third Reading: Waived
Adopted: October 3, 2019
First Reading: October 15, 2020 (as amended)
Second Reading: December 29, 2020 (as amended)
Third Reading: Waived
Adopted: December 29, 2020