

CBI-R

Related Policies: CBI, CBI-F1, CBI-F2

INSTRUCTIONS FOR SUPERINTENDENT PERFORMANCE REVIEW PROCESS SCHOOL DISTRICT BOARDS

All members of each school district board and direct reports of the superintendent will be provided with the most recently updated CBI-F1 or CBI-F2 Superintendent Evaluation Form no later than 1 December. Each evaluator will determine a numerical score for each section and sub-section of the evaluation. Evaluators are encouraged to supply written comments, including observations and evidence, to support their ratings. In addition to individual evaluations, follow-up interviews will be conducted for the purpose of evaluation prior to the District's January meeting in the following manner:

1. Two members of the Superintendent Performance Evaluation Committee (SPEC) will meet with each of the Superintendent's direct reports.
2. Each individual Board Chair and designee will meet with each building principal.

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. The superintendent will sign the evaluation to acknowledge receipt and may provide written comments within ten (10) business days if so desired.

Timeline

May SAU Governing Board Meeting (Reorganizational Meeting)	Board will determine whether CBI-F1 or CBI-F2 will be utilized
Before October 30	Governing Board will perform an annual review of the goals from the prior evaluation, if applicable
Before December 31	- Each Board member evaluates the superintendent using CBI-F1 or CBI-F2 as adopted by the Governing Board - Each direct report will evaluate the superintendent using the adopted form
Before January 31	- Each Board Chair, or their designee, will submit a composite/summary evaluation report to the SPEC - The SPEC committee will interview direct reports - The superintendent will complete a self-evaluation
Before February 15	The SPEC will prepare the final evaluation of the superintendent
February SAU Governing Board Meeting	Governing Board will vote to approve the evaluation
Before the last Deliberative Session/Annual Meeting	SPEC will present the evaluation to the superintendent

Adopted: October 1, 2014

1st Reading: October 13, 2016 (as amended)
 2nd Reading: Waived
 3rd Reading: Waived
 Adopted: October 13, 2016

1st Reading: October 3, 2019 (as amended)
 2nd Reading: Waived
 3rd Reading: Waived
 Adopted: October 3, 2019

1st Reading: October 15, 2020 (as amended)
2nd Reading: December 29, 2020 (as amended)
3rd Reading: Waived
Adopted: December 29, 2020

1st Reading: October 10, 2024 (as amended)
2nd Reading: December 12, 2024 (as amended)
3rd & Adopt: February 13, 2025