

CBI

SUPERINTENDENT EVALUATION

The SAU Governing Board shall conduct an annual formal evaluation of the Superintendent of the SAU. 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~~ administration, instruction, relationship with the Board, relationship with the staff, relationship with the community, personal qualities, and financial. The SAU Governing Board shall perform an annual review of the goals from the prior evaluation process with a target completion date no later than 30 October of each year.

The SAU Governing Board will provide the superintendent with periodic opportunities to discuss superintendent-board relationships and will inform them, at least annually, of its assessment of their 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 31 December of each year, each district board member along with each direct report of the superintendent, will be asked to complete and submit an evaluation of the ~~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/district annual meeting. The superintendent will sign the evaluation to acknowledge receipt and may provide written comments within ten (10) business days if so desired. 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.

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

1st Reading: September 3, 2014

2nd Reading: October 1, 2014

3rd Reading: Waived

Adopted: October 1, 2014

1st Reading: October 3, 2019 (as amended)

Adopted: October 3, 2019

1st Reading: October 10, 2024 (as amended)

2nd Reading: December 12, 2024 (as amended)

3rd & Adopt: February 13, 2025