

### **EVALUATION OF THE SUPERINTENDENT**

Through annual evaluation of the superintendent, the boards will strive to accomplish the following:

1. Establish for the superintendent his/her role in the school system as currently seen by the boards.
2. Establish for all boards members the role of the superintendent in the light of the job description and the immediate priorities among his/her responsibilities as agreed upon by the boards and the superintendent.
3. Maintain effective working relationships between the boards and the superintendent.
4. Provide effective leadership for the school system.

The boards through the SAU 39 board will provide the superintendent with periodic opportunities to discuss superintendent/boards relationships, and will inform him/her, at least annually, of its assessment of his/her performance. A timeline for conducting this annual performance review is detailed in CBI-R.

Adoption: November 1997 SAU 39 Board

First Reading: July 10, 2003

Second Reading: October 2, 2003

ADOPTION: October 9, 2003

**Step to be  
completed by:**

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1.	Superintendent completes the board-approved evaluation questionnaire (CBI-R) as a form of self-assessment.	_____ April 1
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2.	Superintendent reports in writing on the activities, accomplishments and disappointments during the past year; also helps inform the board on the general day-to-day work of the superintendent.	
	The superintendent's self-evaluation is submitted to each Amherst, Mont Vernon and Souhegan board member.	_____ April 5

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3.	Each board member completes and returns board-approved evaluation questionnaire (CBI-R) to the school board chairman.	_____ April 12
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4.	Each school board, at a regular meeting, reviews each board member's evaluation of the superintendent and prepares a summary evaluation report for presentation to the SAU 39 board chairman and the chairmen of the Amherst, Mont Vernon and Souhegan boards.	_____ April 30
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5.	The three boards' chairmen and the SAU 39 board chairman review each board's report and prepare a summary of findings, commendations and recommendations and a salary recommendation for presentation to the boards and the superintendent.	_____ May 15
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6.	A portion of the May SAU 39 board meeting is set aside to review in non-public session with the superintendent his/her performance evaluation as well as compensation and goals for the ensuing year.	_____ May 31
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**ADOPTION:** November 5, 1997  
SAU 39 Board