

Notice of Meeting
SCHOOL ADMINISTRATIVE UNIT #43
BOARD MEETING

Lou Thompson Room
SRVRTC

Tuesday, November 13, 2012

7:00 P.M.
AGENDA

- I. Call to Order: L. Hennig
- II. Roll Call: L. Hennig
- III. Approval of Minutes: July 17, 2012
- IV. Adjustments to Agenda: L. Hennig
- V. Information:
 - a. Policy 1st Reading:
 - 1. CBI – Evaluation of the Superintendent
 - 2. CBI-R – Superintendent Evaluation Form
- VI. Action:
 - a. Budget update
- VII. Non-Public under RSA 91-A:3 II
- VIII. Adjournment

NONPUBLIC SESSION WORKSHEET

SAU #43 Board Meeting
November 13, 2012

MOTION BY: _____

I move that this Board go into nonpublic session to act upon a matter or matters referenced in the following provisions of RSA 91-A:2 I and/or RSA 91-A:3 II (check appropriate provision).

- 91-A:3 II(a) - The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and, (2) requests that the meeting be open, in which case the request shall be granted.
- 91-A:3 II(b) - The hiring of any person as a public employee.
- 91-A:3 II(c) - Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.
- 91-A:3 II(d) - Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- 91-A:3 II(e) - Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.
- 91-A:2 I(b) - Strategy or negotiations with respect to collective bargaining.
- 91-A:2 I(c) - Consultation with legal counsel.

SECOND BY: _____

ROLL CALL VOTE: (list board members by name, indicate yes or no vote for each member)

MINUTES/DECISIONS REACHED: (identify decisions by Motion, second & vote)

MOTION BY: _____

I move that the minutes of this Nonpublic Session be sealed, because divulgence of the information likely would adversely affect the reputation of any person other than a member of this board or render the proposed action ineffective, until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

SECOND BY: _____

ROLL CALL VOTE (2/3 vote required): (list board members by name, indicate yes or no vote for each member)

MOTION BY: _____

I move that this board return to public session.

SECOND BY: _____

VOTE: _____

V. Information

a. Policy 1st Reading

1. CBI – Evaluation of the Superintendent
2. CBI-R – Superintendent Evaluation Form

EVALUATION OF THE SUPERINTENDENT

The SAU Board shall annually evaluate the Superintendent based on written criteria mutually established by the SAU #43 Board and Superintendent.

Evaluation of the Superintendent shall be conducted in such a manner as to:

1. Continue to develop District Strategic Planning Initiatives
2. Help the Board evaluate the Superintendent and the Board/Superintendent work in planning the educational program in the communities.

SAU #43 Board 1st Reading 11/13/12

Superintendent Evaluation Form

Name of Superintendent: _____

Date: _____

- All members of the SAU #43 Board will evaluate independently using this written form and the Superintendent will complete a self-evaluation utilizing this form. The full Board and the Superintendent will then complete a composite evaluation based upon the individual evaluation forms.
- All items will be rated utilizing the following rubric:

5. Commendably Meets Expectations	4. Meets Expectations	3. Sometimes Meets Expectations	2. Seldom Meets Expectations	1. Never Meets Expectations
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- Evaluate each criteria individually:

1. Demonstrates a community presence and visibility in the school/community	5	4	3	2	1
2. Exerts educational leadership in developing management team	5	4	3	2	1
3. Establishes and maintains a sound plan of organization and assignment of staff personnel which will provide the proper framework for accomplishing District objectives	5	4	3	2	1
4. Establishes visibility in the school buildings during the school day to students and teachers	5	4	3	2	1
5. Assumes leadership in developing District Strategic Planning Initiatives based upon Board input	5	4	3	2	1
6. Attends school events inclusive of Kindergarten through twelfth grade	5	4	3	2	1
7. Demonstrates skill in developing long-range planning activities based on program needs and enrollment projections	5	4	3	2	1
8. Employs a team effort in analyzing, planning, implementing, and evaluating policies, programs, and personnel	5	4	3	2	1
9. Implements procedures to carry out a continuous program of evaluation of staff	5	4	3	2	1

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| 10. Organizes the roles and responsibilities of staff members so as to optimize their effectiveness | 5 | 4 | 3 | 2 | 1 |
| 11. Provides to the Board and the general public an organized annual report of the state of the Districts | 5 | 4 | 3 | 2 | 1 |
| 12. Functions as liaison with the New Hampshire Department of Education as well as other outside agencies, in efforts to accomplish initiatives needed for school improvement. | 5 | 4 | 3 | 2 | 1 |
| 13. Provides personal accessibility to parents and community members to discuss areas of concern | 5 | 4 | 3 | 2 | 1 |
| 14. Demonstrates dedication, persistence and work ethic to accomplish District initiatives | 5 | 4 | 3 | 2 | 1 |
| 15. Provides suggestions for cost effective utilization and configuration of staff in budget creation | 5 | 4 | 3 | 2 | 1 |
| 16. Informs the Board on issues, operations, and the instructional program | 5 | 4 | 3 | 2 | 1 |
| 17. Gives constructive advice to the Board regarding possibilities for school improvement | 5 | 4 | 3 | 2 | 1 |
| 18. Develops a cooperative relationship with the news media | 5 | 4 | 3 | 2 | 1 |
| 19. Maintains a professional posture and accessibility with public officials and community leaders | 5 | 4 | 3 | 2 | 1 |
| 20. Accepts and solicits input from interested groups and individuals | 5 | 4 | 3 | 2 | 1 |
| 21. Restructures staff positions to provide improved assistance to students | 5 | 4 | 3 | 2 | 1 |
| 22. Provides guidance to administrative team and meets individually and collectively with administrators | 5 | 4 | 3 | 2 | 1 |
| 23. Maintains personal professional development by reading, attending conferences, committees, New Hampshire Commissioner of Education office, and meeting with other Superintendents | 5 | 4 | 3 | 2 | 1 |
| 24. Ensures that there is an existence and facilitation of District student achievement and improvement plans | 5 | 4 | 3 | 2 | 1 |

25. Works collegially and collaboratively with stakeholders	5	4	3	2	1
26. Analyzes and devotes time to resolution of conflicts	5	4	3	2	1
27. Demonstrates sensitivity, compassion and humanism	5	4	3	2	1
28. Functions as “ambassador” to community and civic organizations in building bridges to the school system	5	4	3	2	1
29. Encourages parents and other community members to become involved in schools by providing opportunities for communication	5	4	3	2	1
30. Provides District-wide administrative team approach to educational program and planning that fosters teamwork	5	4	3	2	1
31. Explores possibilities for alternative building configuration for student body	5	4	3	2	1
32. Becomes a viable member and participant within school/community	5	4	3	2	1
33. Utilizing the chart regarding district planning initiative for that specific year; assesses <u>each</u> initiative with the same rubric as other criteria previously noted	5	4	3	2	1

SAU #43 Board 1st Reading 11/13/12