

## SULLVAN SCHOOL BOARD POLICY

### CB: Superintendent

The School Board and the Superintendent lead as a unified team with collaboration and mutual trust. The Superintendent is the school district's educational leader and is charged with the oversight of all aspects of the district's daily functions.

The duties of the Superintendent are defined in the contract of employment, individual board policies, SAU policies, state statutes and New Hampshire Department of Education Rules.

The Board expects that Superintendent, as the chief executive officer, is responsible for:

1. The execution of board policies.
2. The management of the work of all school departments, the duties of which, apart from those required by law, the Superintendents shall assign.
3. The observance of all board policies by all those persons employed by the district.
4. The enforcement of all provisions of the law relating to the operation of the district.

In the absence of established Board policy or Board direction, the Superintendent shall assume responsibility for whatever decision or action is taken. In the situations which arise where the Board has provided no guides for administrative action, the Superintendent shall have power to act. Those decisions or actions shall be subject to Board review at its regular meeting.

The day-to-day administration of the district shall be delegated to the Superintendent who shall carry out his/her administrative functions in accord with applicable laws, regulations, and district policies. The Superintendent or his/her designee are authorized to develop procedures necessary for the administration of the district; such procedures shall be consistent with applicable laws, regulations, and policies. The Superintendent shall keep the Board apprised of procedures, but need not seek Board approval for all procedures.

The Superintendent shall have the authority to enter into binding contracts on behalf of the School Board that pertains to the operation of the District and consistent with Board Policy.

The Superintendent will keep the Board informed in all areas pertaining to the operation of the district. The Superintendent will prepare or cause to be prepared reports to the Board to facilitate its decisions, attend meetings and participate in deliberations, except when his/her contract is being considered, and administer the district in conformity with the adopted policies of the Board, the State Board of Education, and state law, making such administrative rules and regulations as may be necessary.

The Board will annually evaluate the Superintendent based on written criteria as established by the Board. The following areas are representative of those in which objectives may be set and progress evaluated, however, it is within the Board's discretion to add or remove evaluation criteria:

1. Fiscal management.
2. Relationship with the School Board.
3. Administration of District facilities.
4. Overall leadership on educational issues.

The Board shall develop and provide the Superintendent with the written evaluation criteria prior to the Superintendent's evaluation. It is the intent of the Board that the Superintendent's evaluation will occur by May 30 of each school year.

Legal Reference: RSA 194-C:4  
N.H. Code of Adm. Rules, Section Ed. 302.02, Substantive Duties of Superintendents  
N.H. Code of Adm. Rules, Section Ed. 303.01(k), Substantive Duties of School Boards

First reading: 4/10/2024  
Second reading: 5/8/2024  
Adopted: 5/8/2024  
Revised: 7/10/2024