

RSU #63

- a. NEPN/NSBA Code: BA
- b. Title: Operational Goals
- c. Author:
- d. Replaces Policy:
- e. Date Approved: ~~04/03/2017~~ RSU #63
- f. Previously Approved: ~~04/03/2017~~ ~~02/24/2014~~
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Superintendent & Policy Committee
- i. Date Reviewed: ~~12/08/2020~~ ~~03/06/2017~~ Superintendent & Administrators
- j. References: ~~04/12/2021~~ ~~03/06/2017~~ Policy Committee  
RSU 63 Vision & Mission Statements  
Adopted 10/24/2016
- k. Narrative:

**RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.**

In establishing direction and guidance for RSU 63, the Board of Directors (the Board), in consultation with the administration and faculty, sets the following long-term goals for the district. The Superintendent will annually provide the Board with an update that includes progress toward reaching the stated goals. This annual update will include key measures and performance targets for each goal, as well as a review of progress made and recommendations for future work.

**Goal I-Academics:** All students will be well prepared for high school academically and with life skills and a work ethic that enables them to succeed. RSU 63 will be recognized for its high-quality academic offerings as well as its supports and extensions that meet students “where they are” with respect to individual needs and capabilities.

**Goal II-Student Overall Growth and Development:** Students will have access to a broad range of co-curricular offerings before and after school that engage students physically, mentally, and socially; that allow for cross-grade-level interactions; and that bolster their confidence and readiness to live and work in a global community. **All students will have opportunities for learning about and gaining skills in the natural world, linking their experiences to core academic curriculum.**

**Goal III-Environment:** RSU 63 will be known for its highly qualified, skillful, understanding teachers, staff, and administrators and be considered an outstanding district within which to work and grow professionally. RSU 63 will continue to be known ~~as for its small,~~

~~family feel by offering small class sizes, providing a safe and nurturing environment and a close-knit community of learners; offering small class sizes, a safe and supportive environment, teachers, staff, and administrators who will provide frequent and effective parent-teacher communication, s in a district where there is~~ and strong, local community support.

**Goal IV-Technology:** All students will have reliable and equitable access to advanced educational technologies that are well integrated throughout the curriculum and used appropriately to enhance teaching and learning.

**Goal V-Facilities:** RSU 63 will ~~provide safe, healthy, and efficient schools~~ ~~be moving forward on a plan to have a state-of-the-art campus and center~~ for students and staff as well as adult learners throughout the community.

**Goal VI-Transportation:** RSU 63 will provide safe and friendly student transportation to and from district facilities and district-sponsored activities in a cost-efficient manner.

**Goal VII-Fiscal Responsibility:** RSU 63 will provide a quality education for all students within the district while remaining fiscally responsible to our taxpayers.

**AOS 81**  
**(Comprised of CSD 8 and RSU 63)**

- a. NEPN/NSBA Code: **BDF**
- b. Title: **Board Advisory Committees**
- c. Author: **Board of Directors**
- d. Replaces Policy:
- e. Date Approved: **04/30/2014 CSD #8; \_\_\_\_\_ 04/28/2014 RSU #63**
- f. Previously Approved: **04/28/2014 01/24/2005**
- g. Policy Expiration: **Review as Needed**
- h. Responsible for Review: **Board of Directors**
- i. Date Reviewed: **04/12/2021 4/14/2014 Policy Committee**  
**04/09/2021 Superintendent**
- j. References: **1 MRSA § 401 et. seq., and Policy KDF**
- k. Narrative:

**~~BOARD ADVISORY COMMITTEES~~**

~~Each district's~~ **The RSU 63** Board of Directors (**the Board**) may establish advisory committees to perform specific functions. Advisory committees may study particular problems or issues and make reports and/or recommendations to the ~~district Board of Directors~~, but may not act or vote for the Board. Advisory committees may include individuals who are not elected members of the Board, but each advisory committee ~~shall~~ **will** have at least one ~~district~~ Board representative.

- I. ~~The district Board of Directors~~ may consult with the Superintendent before establishing or dissolving any advisory committee. The number of members, the composition of each advisory committee, and the selection of members will be determined by the district Board, in consultation with the Superintendent based upon the purpose of the proposed committee. The ~~district Board~~ may wish to encourage representation of diverse populations and/or interests.
- II. The scope and authority of any advisory committee ~~shall~~ **will** be limited to that assigned to it by the ~~district's Board of Directors~~. The ~~district Board~~ is in no way obligated to follow the advisory committee's recommendations.
- III. Unless given a new assignment by the ~~district Board of Directors~~, an advisory committee ~~shall~~ **will** be dissolved promptly upon completion of its task or ~~shall~~ **will** automatically dissolve after submitting its final report or recommendation.
- IV. Instructions to an Advisory Committee ~~shall~~ **will** include:
  - A. The purpose of the committee, the specific issue(s) for study, and the scope of the committee's activity;
  - B. The first agenda of the advisory committee will be drawn up by the Chairperson of the ~~Board of Directors~~; all succeeding agendas will be drawn up by the members of the advisory committee at the end of each meeting for the next meeting;

- C. The composition of the committee, including voting and non-voting members;
  - D. The length of time each member is expected to serve (time or subject);
  - E. The role of the committee as advisory only;
  - F. The resources the Board will provide to assist the committee;
  - G. The expectations regarding the committee's relationship with the Board;
  - H. The designation of the group's spokesperson;
  - I. The time and place of the next meeting;
  - J. The timeline for progress reports to the Board;
  - K. The date the Board expects to receive a final report or recommendations, and the dissolution of the committee.
- V. All advisory committee meetings are open to the public except as otherwise provided by law. Committee reports and minutes of advisory meetings, if prepared, are public information subject to the Freedom of Access Law (refer to Policy KDB). Notification of advisory meetings ~~shall~~ **will** be provided in a manner consistent with ~~the district's Board of Directors'~~ policies and practices concerning notification of Board meetings.
- VI. The ~~district~~ Boards recognizes **s** that any advisory committee mandated by state law or Department of Education regulations may require deviation from any or all of the provisions of this policy. Any such deviation ~~shall~~ **will** be identified when a Board establishes such a committee and ~~shall~~ **will** be reflected in ~~that~~ **the** Board's instructions to the committee.

**AOS #81**  
**(Comprised of CSD #8 and RSU #63)**

- a. NEPN/NSBA Code: **BHC**
- b. Title: **Board Communications and Relationships with Staff**
- c. Author:
- d. Replaces Policy: **Revised Title**
- e. Date Approved: **02/26/2015 CSD #8; 02/23/2015 RSU #63**
- f. Date Previously Approved: **02/23/2015 03/03/2003**
- g. Policy Expiration: **Review as Needed**
- h. Responsible for Review: **Superintendent/Board Chair/Policy Committee**
- i. Date Reviewed: **03/14/2021 02/10/2015 Superintendent  
04/12/2021 Policy Committee**
- j. Reference:
- k. Narrative:

**~~BOARD COMMUNICATIONS AND RELATIONSHIPS WITH STAFF~~**

The **RSU 63** Board(s) of Directors (**the Board**), Superintendent, District **A**dministrators, Teachers, and all others responsible for any phase of the work of the **RSU 63** Districts (**the District**) have a common and basic responsibility – the welfare and education of the children in the schools. These responsibilities must guide the Board's of Directors consideration and decisions.

**I. Board of Directors and Superintendent**

- A. The relationship between the Board(s) of Directors (**Boards**) and the Superintendent is best described as one of teamwork. They must function cooperatively as some of their functions are not readily separable. However, the primary functions are separable and should be clearly understood by each. The Boards **are is** the legislative body~~ies~~ of the Districts. The Boards exercises **their its** mandated management through the formation of policies for the District's operation.
- B. The Superintendent is the **executive officer of the Board and the chief administrative officer. The Board recognizes this and wishes to make this clear to all staff members and to all citizens. person the Board(s) holds responsible for the operation of the Districts and for all contact and communications to and from the Principals' offices and staff of the Districts and their citizens.**
- C. All communications or reports to the Boards, or to any **committee of the Board, from Principals, supervisors, teachers, or other employees will be submitted through the Superintendent. Board committee, from Principals, District administrators, supervisors, teachers, or other employees shall will be submitted through the Superintendent; however, Board committees may request of the Superintendent the assistance of any District employee in the furtherance of its work or ongoing project.**

II. ~~Superintendent, Program Administrators, Board and Principals~~ **Other RSU 63 Administrators**

- A. ~~Because RSU 63 school Principals and District Administrators have no direct administrative relations with the Board.s, their primary access~~ **Their relations** to the Boards is through the Superintendent, ~~for the Board recognizes that the Superintendent is the person to whom it must look for professional leadership within the schools. A spirit of cooperation and mutual helpfulness must prevail between the Superintendent and the Administrators if the best results are to be realized. For instance, the Administrators and the Superintendent must cooperate in the selection of school staff because they are in the best position to know the kind of person needed for a particular type of service in the school. Administrators must make recommendations to the Superintendent and not to the Board. At all times Administrators must remember that all matters which require Board action must be presented to the Board by the Superintendent. The Superintendent and Principals must cooperate in the selection of school staff because the Principal is in the best position to know the kind of person needed for a particular type of service to the school. The Principal makes recommendations to the Superintendent, and any item that requires the Boards' action will be brought to the Boards by the Superintendent.~~
- B. ~~District Administrators are responsible for the development and delivery of special programs and services, which support the provision of education to the children. While District Administrators report directly to the Superintendent, they work with Principals and report to the Boards via the Superintendent. District Administrators may also be called upon by Board members and Board committees to assist in the development of program services or special public communications, or an understanding of individual District functions. Conditions may arise when direct access to the Boards may be obtained by District Administrators through contracted procedures related to grievances or through approved committee assignments or policies.~~
- C. ~~The Superintendent, District Administrators, and Principals may serve on an Administrative Leadership Team in order to review, evaluate, or develop programs and services to benefit professional growth, improved delivery of teaching methods, operational goals and status of goal strategies. Team members may be requested to make progress or situational presentations to the Board directly or through the Superintendent.~~

III. ~~Principal~~ **Board** and Teachers

**The relationship of the Teacher to the Board is indirect.** The Teacher is directly responsible to the Principal and through him/her **them** to the Superintendent, and then to the Boards. However, this does not mean that the Teacher does not have access to the Superintendent or to the Boards. Conditions may arise when direct access may be obtained through channels established for grievances.

IV. ~~Staff and Boards of Directors~~



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- ~~A. All routine reports from District staff to their respective Board of Directors must be written and distributed approximately one week before the scheduled Board of Directors meeting. Department reports will include an explanation of any initiated activity, status reports on current projects, or a narrative on new information. Reports will include the participants, authors, references, and other supportive sources. Reports will include goals, benefits, limitations, and risks, and the department or school's recommendation(s). The report should be complete so that it can be readily understood what is being conveyed.~~
- ~~B. The purpose of the written department/school report is to provide valuable information to and enhance the understanding of Board members before each meeting. Written reports are to improve the documentation of ongoing initiatives and projects and add confidence to the reporting process. The verbal report at the meeting will be to highlight specific points and to clarify the written report, if necessary.~~

**AOS 81**  
**(Comprised of CSD #8 and RSU #63)**

- a. NEPN/NSBA Code: GCFB  
b. Title: Recruiting and Hiring of Administrative Staff  
c. Author: Board of Directors  
d. Replaces Policy:  
e. Date Approved: ~~04/30/2014 CSD #8,~~ 04/28/2014 RSU #63  
f. Previously Approved: ~~06/27/2005~~  
g. Policy Expiration: Review as Needed  
h. Responsible for Review: Board of Directors  
i. Date Reviewed: ~~04/12/2021 04/14/2014~~ **Policy Committee**  
**03/14/2021 Superintendent**  
j. References: 5 MRSA § 4576 (Maine Human Rights Act),  
20-A MRSA §§ 6, 254 (8-10),  
1001(13), 4502(4-A), 13011(6), ~~13019-B, 13019-C,~~

**Cross Reference:** Policy AC – **Nondiscrimination/Equal Opportunity and Affirmative Action**  
**Policy GCFB-R – Recruiting and Hiring of Administrative Staff – Administrative Procedures**  
**GCEB-E**

**k. Narrative:**

~~In response to An Act to Promote Equity of Opportunity for Women in Administrative Positions in the Public School System (PL 1990, Chap. 889), The RSU 63 district Board of Directors (the Board)~~ affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, **color, national origin, religion, sex, sexual orientation, gender identity, religion, ancestry or national origin,** age, ~~or~~ disability, **pregnancy, or genetic information,** and to the principle of affirmative action to obtain wide and representative candidate pools.

- I. In accordance with 20-A MRSA § 1001(13), the Superintendent ~~shall~~ **will** prepare a procedure designed to ensure nondiscriminatory practices in recruitment and hiring for all positions requiring administrator certification, as well as result in selection of the most qualified candidates. That procedure ~~shall~~ **will** be attached hereto as GCFB-R, and ~~shall~~ **will** be reviewed as needed. ~~The approved Administrator's Contract format shall also be attached hereto as GCFB-E, and shall be reviewed as needed.~~
- II. Moreover, upon each occasion of administrative vacancy, the Superintendent ~~shall~~ **will** review the procedure and make appropriate adaptations as may be warranted by special circumstances. **In the case of a vacancy in the Superintendentcy, the Board will review the procedure, adapting as appropriate.**
- III. In accordance with 20-A MRSA, § 4502 (4-A), the unit's Affirmative Action Plan ~~shall~~ **will** include: a description of the status of the unit's nondiscriminatory administrator



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hiring practice; and plans for in-service training programs, ~~as needed~~, on gender equity for teachers, administrators, and the School Board.

**RSU #63**

- a. NEPN/NSBA Code: GCFB-R
- b. Title: Recruiting and Hiring of Administrative Staff - Administrative Procedure
- c. Author: Board of Directors
- d. Replaces Policy:
- e. Date Approved: 04/28/2014 RSU #63
- f. Previously Approved: ~~04/28/2014~~ ~~06/27/2005~~
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Board of Directors/Policy Committee
- i. Date Reviewed: ~~04/12/2021~~ ~~04/14/2014~~ **Policy Committee**  
**03/14/2021 Superintendent**
- j. References: ~~5 MRSA §§ 6, 254 (8-10), 1001(13),~~  
~~4502(4-A), 13011(6), 13019-B, 13019-C,~~  
~~20-A MRSA § 6101, Policies AC,~~  
**Policy GCFB,**  
**GCFB-E**

**k. Narrative:**

These procedures implement the **RSU 63 Board of Director's (the Board's)** policy GCFB and are designed to establish a thorough, efficient, and nondiscriminatory practice for the recruiting and hiring of the most qualified candidates for administrative positions.

**A. Job Description Development/Review**

To ensure that a written role description of the vacant position accurately represents the current functions and needs, the Superintendent/designee (the AOS Board in a Superintendent search) is to:

1. Conduct a review of the job description, with input from persons affected by the position. If no job description exists, one ~~shall~~ **will** be developed prior to initiating the recruitment phase;
2. Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; and
3. List the minimum qualifications (training, education, and experience) for the position.

**B. Recruitment**

To attract a strong pool of qualified candidates, the Superintendent/designee is to advertise (except in the circumstances described in L below) by:

1. Posting a notice of the vacancy within the ~~d~~**District(s)**, and on ~~servicing schools~~ **job search** websites;
2. Placing a display advertisement in appropriate print media, considering at least one appearance in a major Maine weekend or Sunday paper; and

at colleges and universities in Maine and other states, and the Maine Department of Education.

**C. Screening**

To ensure that a fair and efficient screening process will occur, the Superintendent/designee is to:

1. Ensure all applications are reviewed by more than one individual, with attention given to an unbiased regard for the criteria and qualification in the job description;
2. Appoint a screening panel with representation as deemed appropriate to the particular vacancy;
3. Provide orientation on confidentiality and equity issues to screeners;
4. Eliminate all candidates who do not meet the minimum qualifications;
5. Conduct preliminary reference checks, as appropriate;
6. Select candidates for interview based on the degree to which they meet the criteria and demonstrate the skills, knowledge, and abilities outlined in the job description; and
7. Notify applicants not selected for the interview.

**D. Interviewing**

To ensure that the interview process will be conducted in a legal and proper manner, the Superintendent/designee is to:

1. Appoint an interview panel (may be the same persons who serve the screening function) with representation as deemed appropriate to the particular vacancy;
2. Provide orientation on the process, including the function and extent of responsibility of the panel, the weighting of criteria, and the nomination/hiring procedure; and
3. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues.

**E. The Interviewing Panel is to:**

1. Design interview questions, which match the criteria and the duties/responsibilities outlined in the job description; and
2. Provide equal opportunity for the candidates to respond to the same questions/questioners.

**F. Selection – The Interview Panel is to:**

1. Individually assess the candidates according to their answers to the job description-related questions, rating and commenting on each using a specially prepared form corresponding to the questions/criteria; and
2. Submit a report to the Superintendent, including the individual rating forms as well as a list (usually 2 to 4) candidates to be considered further for the position.

– The Superintendent/designee is to:

1. Have reference contacts made, as appropriate, to check perceived strengths and weaknesses of the candidate;
2. Review the material on the finalist candidates to determine whether additional information is needed;
3. Conduct final interviews of any or all finalists, as deemed necessary;
4. Select the most qualified candidate who fits the criteria and the duties/responsibilities outlined in the job description, based on his/her own professional judgment along with those of the interview panel (or reject all finalists, reopen the position, and begin the process anew); and
5. Have any further reference checks made, as appropriate.

**G. Nomination/Employment – The Superintendent is to:**

1. Notify and obtain agreement of the successful candidate, pending **Board** approval of the ~~Board(s)~~;
2. Inform the interview panel; and
3. Nominate and employ the successful candidate in accordance with state law and local policies,

**H. Notification – The Superintendent/designee ~~shall~~ will:**

1. Notify the nominee of the Board(s)' approval and employ the administrator; **and** ~~utilizing the Administrator's Contract form found in policy GCFB-E,~~ and
2. Notify the other candidates interviewed.

**I. Orientation and Support**

To ensure the new administrator is provided with the proper information about the school/district system and job expectations, the Superintendent/designee is to provide an orientation that includes expectations of the duties/responsibilities of the position along with the policies and procedures of the respective district(s).

**J. Record Keeping**

To ensure confidentiality of employee and applicant records, the Superintendent is to provide, for a period of three (3) years, the storage, in secure files, of all applications and documentation of the hiring, screening, and interviewing process.

**K. Confidentiality**

To ensure confidentiality is permanently maintained throughout and following the hiring process, the ~~district~~ Board, all employees involved, and any other participants are to maintain absolute confidentiality about candidates, including names, in accordance with state law (20-A MRSA § 6101). The ~~district~~ Board is to assume responsibility through the Superintendent for providing adequate orientation at appropriate stages of the process, including that following completion.

**L. Hiring of Current Employees**

**The Districts Board** may forego one or more of the steps set forth in section B-E of this procedure and appoint a person who is currently employed by the **District(s)** to fill an administrative position only if the Superintendent, after consultation with the ~~appropriate~~ Board(~~s~~) concerning the search, determines the following circumstances exist:

1. The currently employed candidate is exceptionally well qualified for the position; and
2. The decision to forego all or part of the recruitment and screening process will not detract from the goals of this policy.

**AOS #81**  
**(Comprised of CSD #8 and RSU #63)**

- a. NEPN/NSBA Code:** GCI
- b. Title:** Professional Staff Development Opportunities
- c. Author:** Board of Directors/ Superintendent
- d. Replaces Policy:**
- e. Date Approved:** ~~04/30/2014 CSD #8,~~ 04/28/2014 RSU #63
- f. Previously Approved:** 04/28/2014 06/27/2005
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Board of Directors/Superintendent/Policy Committee
- i. Date Reviewed:** 04/12/2021 04/14/2014 Policy Committee  
03/14/2021 Superintendent
- j. References:** ME Dept. of Ed. Rule, Ch. 125 § 8.08
- k. Narrative:**

The RSU 63 Boards of Directors (the Board) recognizes the importance of developing, maintaining, and extending the skills of staff members and encourages employees to engage in programs and activities that will lead to their professional growth and increased competence.

- I.** The Superintendent is authorized, within budgetary constraints, to initiate programs and activities that are designed to serve the following purposes:
  - A.** To provide a structure through which staff members can stay abreast of new developments in their areas of specialty;
  - B.** To familiarize staff members with new research and innovative teaching methods;
  - C.** To assist staff members in the process of change and school improvement; and
  - D.** To facilitate the development, implementation, and evaluation of new programs.
- II.** Within budgetary limitations, visitations and attendance at conferences may be approved by the Superintendent in accordance with Board policy.



**RECOMMEND TO RESCIND**  
**AOS #81**  
**(Comprised of CSD #8 and RSU #63)**

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|-----------------------------------|--|
| <b>a. NEPN/NSBA Code:</b>         | <b>BEDD</b>  |
| <b>b. Title:</b>                  | <b>Board Meeting Rules of Order</b>                      |
| <b>c. Author:</b>                 | <b>Board of Directors</b>                                |
| <b>d. Replaces Policy:</b>        |  |
| <b>e. Date Approved:</b>          | <b>04/30/2014 CSD #8; 04/28/2014 RSU #63</b>             |
| <b>f. Previously Approved:</b>    | <b>04/27/2009</b>  |
| <b>g. Policy Expiration:</b>      | <b>Review as Needed</b>                                  |
| <b>h. Responsible for Review:</b> | <b>Board of Directors/Policy Committee</b>               |
| <b>i. Date Reviewed:</b>          | <b>04/14/2014</b>  |
| <b>j. References:</b>             | <b>Robert's Rules of Order – 11<sup>th</sup> Edition</b> |
| <b>k. Narrative:</b>              |  |

**BOARD MEETING RULES OF ORDER**

- I. Except as otherwise provided by law, the Maine Department of Education regulations, or by Board policy, the district Board shall follow the current version of Robert's Rules of Order, authored by General Henry M. Robert, III, newly revised 11<sup>th</sup> edition, original copyright February 19, 1876, revised copyright 2011, to resolve procedural uncertainties.
- II. The Chairperson will rule on all questions pertaining to rules of order or Parliamentary procedure that may arise during a public meeting of the district Board of Directors. The Chairperson may appoint a member of the district Board to serve as Parliamentarian for the duration of the district Board's organizational year to assist in interpretation of the Rules. The appointment shall be subject to the approval of the district's Board of Directors. The role of Parliamentarian shall be advisory only.
- III. The Procedural rules may be suspended at any time for the duration of any one meeting by majority vote of the district Board members present.

**RECOMMEND TO RESCIND**  
**RSU #63**

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|-----------------------------------|---|
| <b>a. NEPN/NSBA Code:</b>         | <b>GCFB-E</b>   |
| <b>b. Title:</b>                  | <b>Administrator's Contract</b>                           |
| <b>c. Author:</b>                 | <b>Policy Committee</b>                                   |
| <b>d. Replaces Policy:</b>        | <b>New</b>  |
| <b>e. Date Approved:</b>          | <b>02/24/2014 RSU #63</b>                                 |
| <b>f. Previously Approved:</b>    |   |
| <b>g. Responsible for Review:</b> | <b>Board of Directors/Superintendent/Policy Committee</b> |
| <b>h. Date Reviewed:</b>          | <b>02/03/2014</b>   |
| <b>i. References:</b>             | <b>Policies GCFB, GCFB-R, GCI</b>                         |
| <b>j. Narrative:</b>              |   |

The following form shall be the standard for all district administrator contracts.

## **RECOMMEND TO RESCIND**

### **ADMINISTRATOR'S CONTRACT**

This employment contract is made and entered into effective \_\_\_\_\_ (date), between \_\_\_\_\_ (RSU #63, CSD #8, or AOS #81 Board), hereinafter referred to as the Board, and \_\_\_\_\_ (individual), hereinafter referred to as the Administrator for the position of Director of \_\_\_\_\_ (or title as appropriate). The Administrator will report to, and be under the supervision of \_\_\_\_\_, Superintendent of Schools. For consideration herein specified, the parties agree as follows:

- I. **Term:** The Board hereby employs Administrator, and the Administrator hereby accepts employment, for a term commencing \_\_\_\_\_ and ending \_\_\_\_\_. The annual employment period shall be a minimum of \_\_\_\_\_ documented work days, which shall include all vacation days found in section VI., E. below.
  
- II. **Duties:** Administrator shall perform the prescribed duties and have the defined responsibilities as specified in the attached Job Description, which shall be considered a part of this contract. Such Job Description shall be conducted as prescribed by the policies, regulations, or written agreements of the Board (or Boards of both RSU #63 and CSD #8 if the position comes under the auspices of the AOS #81 Board) and all applicable statutes of the State of Maine.
  - A. The Administrator shall have the authority and responsibility for the operation and management of the programs or departments as specified and be under the direct and sole supervision of the Superintendent of Schools.
  - B. The Administrator has the general authority to act at his/her discretion, subject to consultation with the Superintendent if time permits, upon all emergency matters for which his/her powers are not particularly set forth or limited.
  - C. The Administrator shall attend meetings of the Board, (or Boards as may be appropriate) and shall participate in Board deliberations when requested.

**RECOMMEND TO RESCIND**

- D. The Administrator shall advise the Superintendent on proposed policies or issues within the Administrator's jurisdiction and shall initiate consideration of policy or planning issues where appropriate.
- E. The Administrator agrees to devote full time to his/her duties and responsibilities and shall not engage in outside professional activities without the Superintendent's written approval during the work years covered by this contract.
- F. The Administrator may be assigned other duties as determined by the Superintendent of Schools.

III. Certification: The Administrator shall hold valid certification issued by the State of Maine Department of Education and Cultural Services as applicable for qualifying the Administrator for the position. These include, but are not limited to:

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Renewal, as defined by state or federal law, shall be the responsibility of the Administrator.

IV. Professional Growth: The Superintendent of Schools may permit the Administrator to attend appropriate professional meetings and conferences at the local, state, and national levels for professional growth and development upon written approval by the Superintendent. The Superintendent may authorize payment of the necessary expenses for travel and subsistence for such meetings and conferences in any amount approved by the Superintendent.

V. Compensation:

**RECOMMEND TO RESCIND**

- A. For the contracted \_\_\_\_\_ employment period, the Board shall pay the Administrator an annual salary of \$\_\_\_\_\_.
- B. The Board may adjust the annual salary of the Administrator during the term of this contract, in accordance with the salary policies and schedules of the Board with respect to this position, provided the annual salary shall not be reduced except for cause, or unless such decrease is part of a uniform plan affecting salaries of all contracted employees in the school district.

**VI. Benefits:**

- A. The Administrator is entitled up to \_\_\_\_\_ (% amount) of the rate of his/her individual health insurance policy and \_\_\_\_\_ (% amount) of any declared dependent coverage under the \_\_\_\_\_ (plan) insurance. If no health insurance is taken, the Administrator shall be paid an "in lieu of benefits" stipend in the amount of \$\_\_\_\_\_ to be paid one half in December and second half in June.
- B. The Administrator is entitled up to \$\_\_\_\_\_ annually for dental insurance.
- C. The Administrator is entitled up to \$\_\_\_\_\_ for disability insurance.
- D. The Administrator shall accrue paid sick leave at a rate of \_\_\_\_ days annually, cumulative to a total of \_\_\_\_ days. NOTE: The administration of this benefit shall be consistent with the appropriate Board of Directors' definition of sick leave.
- E. The Administrator shall be entitled to \_\_\_\_ days of paid vacation, plus all designated holidays, per employment year. The scheduling of the use of such days shall be approved by the Superintendent.
- F. The Administrator shall be entitled to personal leave at the discretion of the Superintendent.
- G. The Superintendent, at the request of the Administrator, and in accordance with applicable statutes, shall withhold and transfer an amount of salary, (annually, semi-annually, or monthly), permitting the Administrator to participate in a tax-deferred annuity program of the Administrator's choosing.
- H. The Administrator shall be entitled to complete \_\_\_\_\_ academic semester hours, the cost of which (course, fees, and materials) will be funded \_\_\_\_\_% by the RSU #63 or CSD #8 district, or the AOS #81 Board. Vouchers for such expenses shall be submitted by the

**RECOMMEND TO RESCIND**

Administrator on a regular and timely basis and within the same fiscal year in which they are approved.



## **RECOMMEND TO RESCIND**

### **VII. Expenses:**

The District shall reimburse the Administrator for reasonable expenses incurred by the Administrator in the performance of his/her duties/responsibilities with prior approval of the Superintendent. Vouchers for such expenses shall be submitted by the Administrator on a regular and timely basis and within the same fiscal year in which they are approved.

### **VIII. Termination of Position:**

The Board and the Administrator agree that the right to terminate this contract, after due notice of ninety (90) days, is reserved to the Board when budgetary limitation or other changes in local conditions warrant the elimination of the administrative position for which this contract is made.

### **IX. Termination of Employment Contract:**

This contract may be terminated by the Board for cause or by mutual agreement of the parties at any time. For purposes of discharge, cause shall include, but not be limited to, incompetence, insubordination, physical or mental incapacity, unprofessional conduct seriously impairing the continued usefulness or ability of the Administrator to perform the duties/responsibilities of the position, or any failure to perform any agreement, duty, or obligation under this contract. Notice of discharge for cause shall be given in writing to the Administrator, who shall be entitled to a hearing before the full Board. If the Administrator chooses to be accompanied by legal counsel at the hearing, the Administrator shall assume the costs involved therein. The parties acknowledge that "cause" is not required by the Board to decide not to renew the contract and that throughout the term of this contract, and any extension thereof, the Administrator shall be subject to discharge in accordance with the applicable statutes, if any, of the State of Maine.

X. The Administrator's performance shall be reviewed annually and, at the Board's discretion, a new two year contract may be offered to the administrator.

**RECOMMEND TO RESCIND**

XI. This contract, with the attached Job Description, contains the entire agreement between parties and supersedes all prior agreements or representations of any kind. This contract may be amended only by an agreement in writing by both parties.

XII. This contract shall be null and void unless a copy, duly executed by the Administrator, is received at the office of the Superintendent of Schools, on or before \_\_\_\_\_.

_____ Superintendent of Schools	_____ Date
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_____ Administrator	_____ Date
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_____ AOS #81 Board or District Board Chair	_____ Date
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