

**RSU 63 School Renovation Revolving Fund Bond Hearing  
Tuesday, October 13, 2020  
6:00pm  
Holbrook Middle School**

**And**

**RSU 63 Special Board of Directors Meeting  
Tuesday, October 13, 2020  
6:30 pm  
Holbrook Middle School  
Agenda**

**Remote Dial In: 1-240-650-3906      PIN: 453968308#**

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Approval of Amended Minutes for September 14, 2020 Special Board Meeting**

**Recognition and/or Awards of Students, Staff, and Others**

**Acceptance of Gifts/Donations**

1. Paper Cups from Members of the Holden Police Department
2. Water Bottles and Tissues

**Presentation:** BIRCH Project with UMaine and National Institute of Health to Support the Well-Being of Middle and High School Students (Superintendent Susan Smith)

**Questions and Comments from the Board**

**Questions and Comments from the Public**

**Dates of Next Committee Meetings**

1. Budget and Finance Committee: Tuesday, October 13, 2020 at 5:00pm, Holbrook Middle School
2. RSU 63 SRRF Bond Hearing: Tuesday, October 13, 2020 at 6:00pm, Holbrook Middle School
3. Facilities Advisory Committee Meeting: Wednesday, October 15, 2020, Holbrook Library
4. Board Meeting: Monday, October 26, 2020 at 6:30pm, Holbrook Middle School

**Budget and Finance**

1. Budget and Finance Committee Report

**Superintendent's Report**

**RSU #63 Chair's Report**

**Acceptance of Reports**  
(written and verbal)

**Old Business**

1. Policy Committee

**New Business**

1. Corona Relief Funds (CRF) Round Two
2. Parent Teacher Conferences
3. Superintendent Evaluation and Contract Negotiation Process

**Personnel Actions**

1. Appointments
  - a. Krystal Baillargeon – Long Term COVID-19 Substitute, Eddington
  - b. Gayle Middleton - Technology Integration Support
  - c. Michael Revel – Technology Support
2. Resignations
  - a. Heather Grass – Substitute
  - b. David Randall – Long Term COVID-19 Substitute, Holbrook
3. Retirement - None
4. Reassignments - None
5. Elections - None
6. Searches
  - a. Grade 7 ELA Teacher
  - b. Ed Tech II or III at Eddington
  - c. COVID-19 Custodian at Holbrook
  - d. Substitutes (Teachers, Ed Techs, Drivers, Custodians)

**Questions and Comments from the Public****Adjournment**

In compliance with the Americans with Disabilities Act, if you require any kind of assistance to fully participate in this meeting, please notify the Superintendent's Office at 843-7851 or write to Superintendent of Schools, 202 Kidder Hill Road, Holden, ME 04429.

RSU #63 Special Board Meeting  
Date: September 14, 2020  
Location: Holbrook Middle School and Remotely  
Minutes

Remote Dial In Phone Number: 1-414-909-2329 PIN: 426922820

**RSU 63 Board Member(s) Present:**

*Town of Holden:* John Hutchins, Cherie Faulkner, Heather Charity, and Holly Whitmore

*Town of Clifton:* Linda Graban

*Town of Eddington:* Steve Carr and Robin James

**RSU 63 Board Member Excused Absent:**

*Town of Eddington:* Charles Barker, Jr.

Chair, John Hutchins called the meeting to order at 6:30pm.

A flag salute was conducted and a moment of silence was observed.

Motion by Steve Carr with a second by Heather Charity to approve the amended minutes for the August 10, 2020 Special Board Meeting.

**Vote: 7 Approved; 0 Opposed**

Motion by Steve Carr with a second by Robin James to approve the minutes for the August 24, 2020 Board Meeting.

**Vote: 7 Approved; 0 Opposed**

Motion by Robin James with a second by Linda Graban to approve the minutes for the August 25, 2020 Facilities Advisory Committee Meeting.

**Vote: 7 Approved; 0 Opposed**

**Questions and Comments from the Board:** None

**Questions and Comments from the Public:** None

**Old Business:**

**Updated Regarding Start of the 2020-2021 School Year:** Superintendent Susan Smith provided Suicide Prevention Pamphlets to all Board Members. She advised all staff participate in the mandatory training every five years. With the increased risk during the pandemic, live training was provided on August 25, 2020.

District-wide committees have been busy developing plans to meet the needs of students and staff. The search continues for Long Term Ed Tech substitutes. Eastern Maine Community College is offering Boot Camps for Ed Techs and Substitutes to assist with the high demand of these positions. Schedules are being adjusted for Ed Techs and Substitutes to allow Teachers to provide more instruction for remote students.

A Memorandum of Understanding is being developed with the Teachers Association. Superintendent Smith has reached out for legal advice on a few items. Discussion will resume next week.

Nine staff members and Superintendent Smith will be participating in the Cultural Competence Institute training hosted by Maine School Management Association (MSMA). Training consists of ten sessions over ten months on cultural bias. Information, resources, and strategies will be shared with the Student Success committee to develop ways to incorporate with our curriculum.

Student enrollment is consistent with last year's enrollment. First year homeschool enrollment is a little higher than last year at this time. Child care does not appear to be an issue for families at this time. Bus transportation is heavier on Pod B days than Pod A. We are assisting Brewer with their United Technology Center student transportation needs. Adult chairs have been received at Holbrook and Holden; Eddington is still waiting. Student desks are expected to arrive Tuesday, September 15, 2020 at Holden and Eddington. Cots have been ordered for Eddington. We have enough PPE on hand, but are ordering additional supplies.

RSU #63 Special Board Meeting Minutes

September 14, 2020

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We are waiting on face shields, additional hand sanitizer and stands, gowns, and read-my-lips masks. Technology continues to have an issue on Pod A days at Holbrook. George has been able to reboot the server and steps are being taken to figure out the issue. Technology Committee is meeting on Wednesday, September 16, 2020. They are tasked with brainstorming ways to improve virtual teaching with students (ie. videoconferencing). On Demand Tutoring (TutorMe) is set up and ready for students. We are waiting on a signed contract with language to include following FERPA and COPPA laws.

Building walk throughs have been completed weekly. We are ready to start moving students slowly to "Green" status. The gradual move will begin Monday, September 21, 2020 with Grades One, Three, and Five. Discussion took place on why all grades could not return to all in-person instruction. Cherie Faulkner asked what the rationale was on deciding what grades return and how was it fair to families. Superintendent Smith advised transportation, desks, staff, teacher input, class size, and classroom size were all factors in the transition. Students who are currently remote will stay all remote until the end of the first trimester. Steve Carr added if the District doesn't have the supplies needed, they can't safely return all students at the same time. John Hutchins added the Board agreed from the beginning, this would be a slow return to all in-person instruction to ensure the safety of our students and staff. Linda Graban stated she is glad the district is moving forward with returning students but is concerned about starting some grades and not others. She asked if there are any legal concerns. Superintendent Smith stated there was no legal concerns and many districts are starting school or returning students in this same process. Superintendent Smith advised more work is needed on classroom size and reworking learning space at Holbrook along with the need for desks in order to return grades six through eight to all in-person instruction. She is hopeful to have plans ready in the next few weeks. Holly Whitmore asked what else was needed to return grades six through eight. Superintendent Smith stated counter tops may need to be removed from some classrooms to create more space, plans for utilizing the gym and auditorium, and staff. Ms. Whitmore asked if students in these grades would be able to return in the next three weeks. Superintendent Smith advised a plan would be ready in the next three weeks, but not likely for students to return that quickly.

Linda Graban asked if sports would be offered. Superintendent Smith advised the priority is to get students back for all in-person learning. Extra-curricular activities are being discussed, but will not be sport teams. The Holbrook Rec asked about using the school facilities and Superintendent Smith denied. We received a stern reminder from the insurance company on the risk associated with sports during the pandemic.

Holly Whitmore asked what has been added for remote instruction. Superintendent Smith advised the Technology Committee is meeting Wednesday, September 15, 2020 to discuss options. Teachers are not comfortable with live streaming. The TutorMe program was purchased as an option for remote learning. Tracy Roberts, Holden Resident stated she is very pleased to see student start moving to all in-person instruction and how creative teachers have been with out of the box thinking and appreciates the plans forward movement. She is disappointed it will take several weeks for all students to return. Superintendent Smith advised it was due to class sizes, desks have not all been received yet, transportation concerns, classroom space, and class size. She also stated there have been some smaller problems they have been working through.

#### **New Business:**

**Synchronized Instruction:** Superintendent Smith advised the all remote "Red" schedules were in the Board Packet. George Cummings, RSU 63 Technology Director provided a handout outlining synchronized learning challenges. Heather Charity stated she would like to see more video instruction for remote students and accountability. She feels students need mandatory class time to connect with teachers for instruction. John Hutchins stated he assumed it would be more cost effective to invest in more ed techs to help free up teachers for live instruction to remote students. He asked if the Board wanted to form a committee to focus on improving remote instruction or add Board members to the Technology Committee. Holly Whitmore stated she does not want to take teachers away from in person instruction for student at school and felt asynchronous instruction was the best way to provide live instruction to all students. Mr. Hutchins advised teachers are still navigating this new school year. It is taking them longer to create lesson plans as they now have two lessons to plan (in-person and remote). Patience is key. David Norman, Holden resident asked how

we could speed up the process for remote learning as December is right around the corner and we cannot wait too long. Superintendent Smith recommended having the Board join the Technology Committee and the committee meet every two weeks rather than monthly. She stated she is confident plans will come together.

**Teacher and Administrator Professional Growth and Performance Evaluation Pilot:** Superintendent Smith advised changes have been made to the State Laws governing Teacher and Administrator Professional Growth and Performance Evaluation. The District is going to pilot some changes and bring the results to the Board at a later date for further discussion and implementation.

**Van Proposals:** Van proposals were due and opened today. Budget and Finance Committee reviewed the proposals at their meeting today. As the van will be purchased with COVID-19 grant funding the lowest bid must be accepted. Hermon Motor Company has provided a proposal for two different vans, same year and make, different models and mileage, for the same price of \$18,350.00. Steve Carr, Budget and Finance Committee Chair recommends Jake Morgan, Facilities and Transportation Director view and test drive the vehicles to decide which one is the best fit.

Motion by Linda Graban with a second by Cherie Faulkner to approve the van proposal from Hermon Motor Company for a 2019 Dodge Grand Caravan in the amount of \$18,350.00.

**Vote: 7 Approved; 0 Opposed**

**Dates of Next Committee Meeting:**

Technology Committee Meeting: Wednesday, September 16, 2020 at 3:30pm, Holbrook Middle School

Facilities Advisory Committee Meeting: Thursday, September 24, 2020 at 5:30pm, Holbrook Middle School

Board Meeting: Monday, September 28, 2020 at 6:30pm, Holbrook Middle School

Board Workshop: Monday, September 28, 2020 at 7:00pm, Holbrook Middle School with Eileen King

Budget and Finance Committee Meeting: October 13, 2020 at 5:00pm, Holbrook Middle School

School Renovation Revolving Fund Bond Hearing: October 13, 2020 at 6:00pm, Holbrook Middle School

**Additional Questions and Comments from the Public:** David Norman, Holden resident stated he does not want the Bangor technology issues to get in the way of this Boards decision because the students here need better remote instruction.

**Questions and Comments from the Board:** None.

**Adjournment:** At 8:25pm, motion by Heather Charity with a second by Steve Carr to adjourn the meeting.

**Vote: 7 Approved; 0 Opposed**

Respectfully submitted by,

Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:



## Regional School Unit 63

*RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life.*

TO: RSU 63 BOARD of DIRECTORS

FROM: SUSAN SMITH, SUPERINTENDENT/DIRECTOR of CURRICULUM & INSTR.

RE: REPORT FOR SPECIAL BOARD MEETING, TUESDAY, OCTOBER 13, 2020

**Please Note:**

***The Public Hearing regarding our School Renovation Revolving Fund Bond will begin at 6:00pm on Tuesday, October 13<sup>th</sup> in the Holbrook Gym.***

***The Board Meeting will begin after the Public Hearing, at approximately 6:30pm.***

**BIRCH Project**

Holbrook will be partnering with the National Institutes of Health (NIH) and Dr. Rebecca Schwartz-Mette, Associate Professor at the University of Maine, for the ***Building Interpersonal Resilience and Community Health (BIRCH) Project***. Dr. Schwartz-Mette participated in our panel discussion this summer and has worked closely with RSU 63, helping establish the FRIENDS program here. The ***BIRCH Project*** is a multi-year NIH grant that facilitates partnerships with Maine's middle and high schools for the purposes of supporting the social, emotional, and academic health of adolescents. The ***BIRCH Project*** involves two phases. The first phase involves research to better understand how to build adolescent resilience and enhance well-being. This information will directly inform the second phase of the project, which includes the development of prevention and intervention efforts to support the health of students at Holbrook. Permission from a parent or guardian is required for students to participate in the research phase of the project.

**Coronavirus Relief Funds (CRF) – Round 2**

At this point, we are projecting about \$1,000 of CRF #1 funds to be remaining. We will look at salary expenditures and purchases closely so we use all of CRF #1 to meet needs created by COVID-19. Round 1 funds were designated for a van, technology, supplies, and staffing needed for students to return to at-school learning. Like Round 1, Round 2 funds must be spent, products delivered, and projects completed by December 31, 2020. The draft budget for CRF #2 funds was developed by the RSU 63 Administrators with input from our teachers. Priorities include technology and clerical support, a divider and other equipment needed to use large spaces (cafeteria and gym) at Holbrook for classroom instruction, storage "sheds" so tables and other items that cannot currently be used can be removed from classrooms and gyms, opening those spaces for instruction and student use. Other planned purchases include additional supplies (for remote instruction, recess, and music) as well as items and equipment that can be used for students to be outdoors more frequently. The CRF #2 budget will be reviewed during the Budget and Finance Committee Meeting and discussed at the Board Meeting. We are working hard to draft



## **Regional School Unit 63**

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the initial CRF 2 budget. We are obtaining estimates, quotes, and product availability. I will send Board members the draft budget prior to October 13<sup>th</sup>. Our application must be finalized and submitted no later than October 15<sup>th</sup>. There are many rules and regulations around CRF. Additional information can be found at <https://www.maine.gov/doe/covid-19/caresact>

### **Parent-Teacher Conferences**

Video conferences are being scheduled for parents to meet with teachers on Wednesday, October 28<sup>th</sup> from 3:30pm until 6:00pm, Thursday, October 29<sup>th</sup> from 12:00pm until 6:00pm, and Friday, October 30<sup>th</sup> from 8:00am – 3:00pm. This year, Friday is usually a planning day for teachers and an all-remote day for students. Friday, October 30<sup>th</sup> will not be a student day. Thursday, October 29<sup>th</sup> is scheduled to be an early release day (12:00pm) for all students. With Friday, October 30<sup>th</sup> being a half-day of conferences for K-5 and full day of conferences for our teachers of PreK and Grades 6-8, we are working on solutions to provide teachers with planning time during the week. That week, teachers will be planning and preparing for Parent-Teacher Conferences and they need time to plan for the following week.

### **Superintendent Evaluation and Contract Negotiation Process**

Please see the attached Policy GCBI – Annual Evaluation of the Superintendent. This policy calls for an executive session in October (scheduled for Monday, October 26<sup>th</sup>) and another in November (scheduled for Monday, November 16<sup>th</sup>). Community members were surveyed last year, so this year staff will need to be surveyed. I suggest the RSU 63 Teachers' Association be asked to help with that process.

My contract with RSU 63 ends this coming June. Maine law (20-A MRSA section 1051) requires school boards to meet to elect a superintendent "no later than December 31st of the year preceding the expiration of the superintendent's contract." Conversations about next year will need to occur either in public or in executive session before the end of December.

## **RSU #63**

- 1. NEPN/NSBA Code:** **GCBI**
- 2. Title:** **Annual Evaluation of the Superintendent**
- 3. Author:**
- 4. Replaces Policy:** **Policy GCBI**
- 5. Date Approved:** **06/18/2018 RSU #63**
- 6. Previously Approved:** **01/25/2016**
- 7. Policy Expiration:** **Review as Needed**
- 8. Responsible for Review:** **Board of Directors/Policy Committee**
- 9. Date Reviewed:** **06/18/2018 Board of Directors**  
**04/03/2018 Policy Committee**

### **j. References:**

**Cross References: Policy CB-Superintendent of Schools  
Policy CB-R – Duties & Responsibilities of  
the Superintendent  
Policy CBD-Superintendent's Contract  
20-A MRSA section 1051**

### **k. Narrative:**

The Superintendent of Schools reports to and provides services to the RSU #63 Board of Directors (the Board). The Board is responsible for conducting an annual evaluation of the Superintendent with the objective of determining the Superintendent's accomplishments of the previous year, the areas needing improvement, and to set priorities for the coming year. The primary purpose of the evaluation will be to effect improvements in administrative leadership and, subsequently, improvements in the school unit. This written evaluation will be considered the sole and official evaluation of the Superintendent.

Maine law (20-A MRSA section 1051) requires the Superintendent's employment be considered no later than December 31st of the year preceding the expiration of his/her contract; earlier consideration is the Board's option. If it is the last year of the contract with the Superintendent, the evaluation process will include a decision by the Board whether or not to enter into a new contract with the Superintendent.

### **l. Guidelines:**

- A. The Superintendent will be involved in the development of the standards with which s/he will be evaluated or appropriate to her/his operations. (See "Superintendent Evaluation Form," attached as Exhibit A.)**
- B. The evaluation will be at a scheduled time and place, in Executive Session, with a quorum of the Board present and completed by the end of November.**
- C. The evaluation will include four sections (a written evaluation, data from community/staff survey, assessment data, and an action plan with goals).**



### **September**

1. **Data Regarding Community and Staff Relations** - In September, the Board Chair will begin to collect this data on a rotating basis, from the community one year and from District staff the following year. The Superintendent will be involved in the development of the survey questions.
2. Board members will prepare their "Superintendent Evaluation Form" and will provide it to the Board Chair prior to the October Evaluation/Executive Session. The Superintendent Evaluation Form is attached as Exhibit A. Each component of the written evaluation, prepared by the Board, relating to the administration of the school unit and major components considered essential to its success must be rated from 1 to 4. 1 meaning Ineffective, 2 meaning Partially Effective, 3 meaning Effective, and 4 meaning Highly Effective.

### **October**

1. The Superintendent will provide the assessment data and results of the District-Wide Student Learning Objectives (SLO) from the previous year.
2. During an Evaluation/Executive Session, the Board will reach consensus on the written evaluation to be presented to the Superintendent (using the Superintendent Evaluation Form).
3. During an Evaluation/Executive Session the data and the evaluation will be reviewed and discussed with the Superintendent. Individual Board members may address any additional or different, and by definition "minority opinion" or issue, he/she wishes with the Superintendent. This need not be limited to the items that appear on the evaluation form because no form or set of guidelines can encompass the totality of the Superintendent's responsibility.

### **November**

1. During an Executive Session at the next Board meeting (typically November), the Superintendent will present an action plan for discussion. This will include his/her designated areas for focus, objectives, and goals for professional growth in the coming year. The Board and Superintendent will set official goals and objectives for the ensuing year.
- II.** An overall rating at 3 or above will be required for an increase in compensation for the following contract but does not obligate the Board to increase compensation.
- III.** With the permission of the Board, a new Superintendent, who did not take office until July 1 of any fiscal year, may have her/his first annual evaluation during the fall of the year following the Superintendent's initial employment – in essence after eighteen (18) months of employment.

**Superintendent Evaluation Form**

Understanding that the Superintendent will have different relationships with various Board members because of the various foci assigned committees and special projects, individual Board members will only submit ratings on their "Superintendent Evaluation" for those areas on the evaluation form with which they have genuine knowledge and/or experience.

Areas with which a Board member has no knowledge, or with which the Superintendent has had no responsibility or involvement, are to be rated N/A. Any rating of 1 or 4 will be accompanied with specific examples supporting the rating.

# Superintendent Evaluation Form

A. Board Relations					Rating and Comments
	Ineffective (1)	Partially Effective (2)	Effective (3)	Highly Effective (4)	
Information	Does not provide the information the board needs to perform its responsibilities.	Keeps only some members informed, making it difficult for the board to perform its responsibilities.	Keeps the board informed with appropriate information as needed so it may perform its responsibilities.	Keeps all board members informed with appropriate, regular communication so it may perform its responsibilities.	
Materials and Background	Meeting materials aren't available. Members arrive at meetings without any prior information regarding agenda.	Meeting materials are incomplete, and don't include supporting information.	Materials are provided. Some supporting information is included.	Meeting materials are provided with supporting information in order to make informed decisions.	
Board Questions	Board questions are rarely answered.	Board questions are answered, but not all members are apprised of relevant questions/answers.	Board questions are addressed with occasional follow-up to members.	Board questions are answered thoroughly with communication to all members to ensure understanding.	
Policy Involvement	Makes decisions without regard to adopt policy.	Is minimally involved in the development, recommendation and administration of district policies.	Is actively involved in the development, recommendation and administration of district policies.	Is proactive in the determination of district needs and policy priorities.	
Board Development	Doesn't promote board development.	When asked, provides members with information about board development.	Provides members with information regarding board development opportunities when they arise.	Actively and continuously encourages board development by seeking and communicating opportunities.	
Category Rating (Average)					

Superintendent Evaluation Form

<b>B. Community Relations</b>					
	Ineffective (1)	Partially Effective (2)	Effective (3)	Highly Effective (4)	Rating and Comments
District Image	Is negative about the district.	Doesn't actively promote the district.	Projects a positive image of the district as expected.	Projects and promotes a positive image of the district.	
Communication with Community	Isn't readily available.	Provides appropriate information only when asked.	Actively seeks two-way communication with the community as appropriate.	Actively seeks communication, as appropriate, and works to provide alternative means of contact with the community.	
Media Relations	Communicates with the media only when requested.	Isn't proactive, but is cooperative with the media.	Promotes the district in the media.	Initiates and actively engages the media.	
Approachability	Is neither visible nor approachable by members of the community.	Is visible, at a distance.	Is visible and approachable by members of the community.	Is visible and approachable by members of the community. Attends a variety of events.	
Category Rating (Average)					

**Superintendent Evaluation Form**

<b>C. Staff Relationships</b>					<b>Rating and Comments</b>
	<b>Ineffective (1)</b>	<b>Partially Effective (2)</b>	<b>Effective (3)</b>	<b>Highly Effective (4)</b>	
<b>Internal Communications</b>	Doesn't have specific system to inform staff of important matters.	Is inconsistent in keeping staff informed of important matters.	Keeps staff informed of most important matters.	Establishes a system of keeping staff continually informed of important matters.	
<b>Personnel Matters</b>	There is no system to handle personnel matters in a consistent manner. Some situations may be handled with bias.	A system has been established, but it is not applied consistently.	A system is used to address personnel matters with consistency, fairness, discretion, and impartiality.	Establishes a system that is proactive with personnel matters. Personnel policies are routinely discussed and promoted.	
<b>Delegation of Duties</b>	Doesn't delegate duties. Maintains personal control over all district operations.	Delegates duties to staff, but retains final decision-making authority.	Delegates responsibilities to staff within their abilities and then provides support to ensure their success.	Delegates responsibility to staff that will foster professional growth, leadership, and decision-making skills.	
<b>Recruitment</b>	There is no formal recruitment process and/or hires are considered in an arbitrary manner.	A formal recruitment process is in place, but is not used consistently.	Follows a formal recruitment process for each hiring opportunity.	Follows a formal recruitment process for each hiring opportunity. Actively recruits the best staff available and encourages their application to the district.	
<b>Visibility</b>	Seldom visits buildings.	Is present at building programs and special activities.	Visits buildings/classrooms as time permits.	Regular visits to buildings and classrooms are a priority item.	
<b>Category Rating (Average)</b>					

Superintendent Evaluation Form

<b>D. Business and Finance</b>					<b>Rating and Comments</b>
	<b>Ineffective (1)</b>	<b>Partially Effective (2)</b>	<b>Effective (3)</b>	<b>Highly Effective (4)</b>	
<b>Budget Development and Maintenance</b>	Superintendent's budget knowledge is limited. The budget is developed and managed without taking into consideration current needs of the district.	Superintendent works to develop and manage the budget to meet the immediate fiscal issues. Decisions are primarily reactive to current needs of the district.	Budget actions are proactive and considered the most current information and data. A balance is sought to meet the needs of students and remain fiscally responsible to the community.	Budget actions are proactive and consider both current and long-range information and data. A balance is sought to meet the current and future needs of students and remain fiscally responsible to the community.	
<b>Budget Reports</b>	Doesn't report financial information to the board except with the annual audit.	Reports the status of financial accounts as requested by the board.	Regularly reports to the board concerning the budget and financial status.	Constant flow of budgetary/financial information provided with discussion of the ramifications of any changes.	
<b>Facility Management</b>	A facilities management plan is not created. Maintenance is only performed when absolutely needed.	Facilities needs are discussed internally, but a plan is not created. Issues are addressed on an as-needed basis.	A facilities management plan is in place that includes the current status of the buildings and the need to improve any facilities in the future.	Facilities management plan is place, includes current status of buildings and the need to improve facilities in the future, with a projected plan to secure funding.	
<b>Resource Allocation</b>	Resources are allocated without consideration of district needs.	Resources are allocated to meet to meet immediate needs.	Resources are distributed based upon district goals and seek to meet immediate objectives.	Resources are distributed based upon district goals and seek to meet immediate and long-range objectives.	
<b>Category Rating (Average)</b>					

**Superintendent Evaluation Form**

<b>E. Instructional Leadership</b>					<b>Rating and Comments</b>
	<b>Ineffective (1)</b>	<b>Partially Effective (2)</b>	<b>Effective (3)</b>	<b>Highly Effective (4)</b>	
<b>Professional Knowledge</b>	Is unaware of current instructional programs.	Is somewhat knowledgeable of current instructional programs. Relies on others for info./data.	Demonstrates knowledge of current instructional programs, and is able to discuss them.	Demonstrates knowledge and comfort with current instructional programs. Seeks to communicate with others how the district is implementing best practices.	
<b>Self-improvement</b>	Does not participate in professional development opportunities.	Passively participates in some professional development opportunities.	Seeks to learn and improve upon personal and professional abilities. Attends professional conferences when appropriate.	Eagerly seeks to learn and improve upon personal and professional abilities. Is able to apply this new learning for the benefit of the district. Participates actively in professional groups and organizations.	
<b>Focus on Students</b>	Focus is on the management of the district and maintaining day-to-day operations. Student achievement isn't the priority.	Student achievement is a concern, but does not always guide decisions made within the district.	Student achievement is important and guides decisions made within the district.	Places student achievement as the top priority and consistently communicates this to others. Bases decisions on improving student achievement. This priority is reflected in the budget.	

**Superintendent Evaluation Form**

<b>Goal Development</b>	Goals are not developed.	Goals are defined by implementing state curriculum and seeking to maximize student scores.	Facilitates the development of short-term goals for the district. Provides the necessary financial resources to meet those goals.	Believes in and facilitates the development of short/long term goals for the district. Aligns the available resources within the budget to accomplish these goals.	
<b>Staff Development</b>	Staff development isn't provided. Staff members are responsible for their own improvement.	Staff development programs are offered based upon available opportunities.	Staff development programs are offered based upon available opportunities that are targeted toward increasing student achievement.	Staff development programs are targeted toward district-specific goals and are sustained to increase student achievement.	
<b>Curriculum</b>	Curriculum isn't a priority in the district.	Allows teachers to define their own curriculum. There is little or no coordination.	A curriculum is in place that seeks to meet the state standards.	There is an on-going review process to be sure the curriculum is aligned to the state standards and meets the needs of our students.	
<b>Category Rating (Average)</b>					



**RSU 63  
SCHOOL BOARD MEETING SCHEDULE  
2020-2021**

DATE	TIME	LOCATION
Monday, July 27, 2020	6:30pm	Holbrook Middle School
<i>Monday, August 10, 2020 *Special Board Meeting</i>	<i>6:30pm</i>	<i>Holbrook Middle School</i>
Monday, August 24, 2020 **Executive Session	6:30pm 6:00pm	Holbrook Middle School
<i>Monday, September 14, 2020 *Special Board Meeting (if needed)</i>	<i>6:30pm</i>	<i>Holbrook Middle School</i>
Monday, September 28, 2020	6:30pm	Holbrook Middle School
<i>Tuesday, October 13, 2020 *Special Board Meeting (if needed)</i>	<i>6:30pm</i>	<i>Holbrook Middle School</i>
Monday, October 26, 2020	6:30pm	Holbrook Middle School
Monday, November 16, 2020	6:30pm	Holbrook Middle School
Monday, December 14, 2020 (if needed)	6:30pm	Holbrook Middle School
Monday, January 25, 2021	6:30pm	Holbrook Middle School
Monday, February 22, 2021	6:30pm	Holbrook Middle School
Monday, March 22, 2021	6:30pm	Holbrook Middle School
Monday, April 26, 2021	6:30pm	Holbrook Middle School
Monday, May 17, 2021	6:30pm	Holbrook Middle School
Monday, June 14, 2021	6:30pm	Holbrook Middle School

*Revised: September 30, 2020  
Approved: July 27, 2020*