

RSU #63

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

1st Review Policy Committee: 11/13/24

1st Review Board: 11/25/2024

2nd Review Policy Committee: 01/06/2025

3rd Review Policy Committee: 04/10/2025

9. 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.

I. 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.

EXHIBIT A

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.