

EVALUATION OF THE SUPERINTENDENT

The RSU 26 Board will evaluate the performance of the Superintendent as a regular and scheduled activity. The primary purposes of the evaluation will be to continually improve administrative leadership, to strengthen the working relationship of the Board and Superintendent governance team, and to assist the Board in reviewing issues associated with the Superintendent's employment.

Guidelines

A. The Superintendent should be involved in developing the evaluation form and standards or reviewing the existing evaluation form and standards.

B. The evaluation(s) should be at a regularly scheduled December meeting, in an executive session in which all Board members are present. The board chair is responsible for ensuring that the evaluation occurs in a timely fashion including arranging for necessary input from the board and stakeholders to be received.

C. The Superintendent should prepare for the evaluation by conducting a self-evaluation. D. The

Board should prepare for the evaluation as follows:

1. Board members will submit individual written assessments to the Board Chair, using the evaluation form and standards identified in CBI-E, with supporting comments giving specific examples related to conduct and/or performance.
2. The Board shall solicit from staff members' individual written feedback using the evaluation form and standards identified in CBI-E. The Board will also solicit feedback from stakeholders using the evaluation form and standards identified in CBI-E. The opportunity to provide feedback should be made available to any community member who asks to participate, although it need not be advertised to all community members. At a minimum the method by which to give feedback should be notified to all parents and town council members. All groups identified in this clause shall be given a minimum of two weeks between notification of the opportunity and collation of the results. The board chair will collate all responses into a single document available only to the board. Reasonable attempts to ensure anonymity will be made.
3. The Board Chair will develop a summary evaluation from members' written opinions. The Board Chair may also solicit guidance before writing the summary evaluation from board members in an executive session.
4. The Board will meet in executive session to review the summary evaluation and materials related to the Superintendent's performance. The Superintendent may be invited

to, or excluded from, this session at the Board's discretion.

E. The Board will meet with the Superintendent in executive session to review the evaluation:

1. The Board as a whole will meet with the Superintendent to discuss the evaluation, which should include the summary of individual Board members' written assessments as agreed upon by the Board.
2. The evaluation should include a discussion of strengths as well as areas identified for improvement.
3. As no form or set of guidelines can encompass the totality of the Superintendent's responsibilities, the evaluation discussion may include items not described in the evaluation form.
4. The Board's evaluation should be supported by specific examples of the Superintendent's conduct/performance, and should represent the perspective of the majority of the Board.
5. The Superintendent shall be given the opportunity to provide feedback to the Board regarding his/her perceptions of the working relationship between the Superintendent and the Board and other issues the Superintendent identifies as relevant to his/her job responsibilities and performance.

F. The Board will meet in executive session to discuss issues such as compensation, benefits, and extension of contract that are directly related to the Superintendent's evaluation and employment. The Superintendent may be invited to, or excluded from, this session at the Board's discretion.

G. The Board will meet with the Superintendent in executive session to discuss compensation, benefits, extension of contract and other matters relevant to the Superintendent's employment.

H. Following the completed evaluation process, the Board Chair shall provide the Superintendent with a written summary of the key elements of the evaluation review.

Performance objectives

Using the Superintendent's evaluation(s) and goals set therein from, the Board and the Superintendent will establish mutually agreed upon and clearly understood performance goals for the ensuing year prior to January 1. Progress toward these goals will be included as part of the next Board evaluation of the Superintendent.

Cross Reference: BDD - Board-Superintendent Relationship

Adopted: February 9, 2015

Revised: June 21, 2016