

Evaluation of the Superintendent Guidelines

Board Preparation

1. At the first meeting in ~~December and May~~ ~~March~~ the annual evaluation of the superintendent of schools will commence. Necessary forms will be distributed. The Ad Hoc Committee will be appointed in December and will complete both evaluations.
2. At the ~~second~~ meeting in ~~January~~ ~~March~~, the composite evaluation results of the individual board members' opinions (prepared by ~~the ad hoc special sub-committee~~) will be presented to the board. Board action will be requested.
3. In a special meeting with the Superintendent of Schools, At the first meeting in April, the ad hoc committee will present the board's mid year and annual evaluations ~~will be presented~~ to the Superintendent of Schools.
4. Prior to the special meeting in ~~June~~ ~~April~~, the Ad-Hoc Committee and Superintendent of Schools will meet to construct a compensation package to be recommended to the Board of Directors.
5. At a special meeting in ~~June~~ ~~April~~, the superintendent's response to the evaluation should be at a scheduled time and place with no other items on the agenda, at a study or executive session with a majority of the board members present. The board shall vote on the superintendent's contract by a majority vote of the full membership.
6. The superintendent should know the standards against which he/she will be evaluated and he should be involved in the development of the standards. Also, the superintendent's job description will be considered in the process. The job description should be reviewed carefully to ascertain whether the superintendent was given necessary assistance to fulfill the requirements of the position.
7. The evaluation should be in part, based upon mutually developed and agreed upon job performance objectives or as changed (revised) during the year.
8. The evaluation should include a discussion of strengths as well as weaknesses.
9. The evaluation should be a continuous process; thus, in case the decision is reached not to renew a superintendent's contract, the board can point to previous "warnings" of deficiencies.
10. Both parties should prepare for the evaluation, the superintendent by conducting a rigorous self-evaluation, the board by examining various sources of information relating to the superintendent's performance. In addition, the Superintendent of

Schools will annually develop and present a “district status report” of board goals. The status report will address each goal individually. It will include activities that support the goal, accomplishments and timeliness.

11. The board should not limit itself to those items which appear on the evaluation form since no form or set of guidelines can encompass the totality of the superintendent’s responsibilities. The educational needs of the district are subject to expansion and change; and the work of the superintendent should reflect these needs and be included in the annual status report. Consequently, the board must have some flexibility in evaluating the superintendent.
12. Each judgment should be supported by as much rationale and objective evidence as possible. The board member’s opinion should not be the sole basis for judgment on an appraisal item.
13. The superintendent should have the opportunity to provide feedback to the board. Ideally, the evaluation will include an examination of the working relationships between the board and superintendent.
14. The school district’s strategic plan is a comprehensive blueprint articulating goals, objectives, and time lines. The strategic plan is reviewed and updated on an annual basis.

Performance Objectives

After acceptance by the Board, the superintendent of schools will received the composite profile from the board and should also be given a written statement of the interpretation of the composite profile. He/she will then formulate a series of performance objectives or targets for the ensuing year. These job targets will be stated in the form of behavioral change or productivity gains. Implied in this approach is an assumption that an individual is capable of improvement. The chances that he or she will improve are enhanced if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

Salary increments are based in part upon satisfactory completion of objectives.

Procedures for Ad Hoc Committee

| At the ~~first~~ meeting in ~~December and May~~~~March~~, the Evaluation Instrument, Appraisal Instrument, and Summative, will be distributed to all members of the board of directors. An ad hoc committee will be formed consisting of the vice-chairperson and 3 more members appointed by the chair and approved by the board. This committee will be responsible for:

- a. receiving the completed forms
- b. compiling the ratings on each item of the instrument and preparing a composite profile for the ~~meeting in June~~~~second meeting in March~~
- c. preparing a listing of statements and comments by individual members noting the frequency of any comments or issues raised for the ~~meeting in~~

June second

- ~~meeting in March~~
- d. preparing a report for review by the full board at the ~~second~~-meeting in June~~March~~ and for presentation to the superintendent

Time Lines

The following schedule should be followed in order to establish a continuous cycle of discussions between the board of directors and the superintendent of schools. This process will keep the board current on the directions that the superintendent is setting for the district and the board's feedback will enable the superintendent to make changes which respond to new or revised requirements.

- a. ~~December~~March - (~~first~~ meeting) Board Orientation; distribution of evaluation form and Superintendent of Schools goals for the year“~~district status report.~~”
- b. ~~January~~March - (~~second~~ meeting) Board reviews Committee report, and endorses mid year evaluation of Superintendent of Schools.
- c. ~~February~~April - (~~first~~ meeting) Board of Directors delivers mid year evaluation to Superintendent of Schools.
- d. May - (meeting) Board Orientation; distribution of evaluation form and Superintendent of Schools goals for the year
- e. June - (meeting) Board reviews Committee report, and endorses annual evaluation of Superintendent of Schools.
- f. July – (meeting) Board of Directors delivers annual evaluation to Superintendent of Schools.
- gd. ~~April~~July - Ad-Hoc Committee will meet with Superintendent of Schools after the first meeting in April~~June~~ board meeting and prior to special meeting in ~~April~~July to prepare agreed upon compensation package and contract status to recommend to the full Board of Directors.
- e. ~~April~~July - (special meeting) Meeting with Superintendent of Schools for his/her response to the evaluation and for the board to vote on his/her contract status.

Source: Maine School Administrative District No. 22, Hampden, Maine

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