

<b>Regional School Unit 73 Board of Directors</b>	<b>CODE: CBI</b> Page 1
<b>SUBJECT: Evaluation of the Superintendent</b>	
<b>DATE OF ORIGINAL POLICY:</b>	Nov. 2, 1989; Dec. 4, 1997
<b>DATE OF NEXT REVIEW:</b>	2018
<b>CANCELS POLICY CODE:</b>	None
<b>REVISION DATE:</b>	None
<b>JURISDICTION:</b>	RSU 73 Schools

**POLICY: Evaluation of the Superintendent**

As a regular and scheduled activity, the Board of Directors will evaluate the performance of the superintendent with written standards agreed to by the evaluatee and the evaluators. 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 should be at a scheduled time and place in an executive session in which all Board members present.
- 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 Chair, using the evaluation form and standards, with supporting comments giving specific examples related to conduct and/or performance.
  - 2. The Chair will develop a composite evaluation from members' written opinions.
  - 3. The Board will meet in executive session to review the composite evaluation and materials related to the Superintendent's performance. The Superintendent will be invited to this session.

**Note: The Superintendent must be present for any discussion that may lead to or result in allegations, charges or investigation of misconduct.**

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

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1. The Board, as a whole, will meet with the Superintendent to discuss the evaluation, which should include the composite 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 will be invited to this session.
- 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 for the year and the priorities established by the Board, the Board and the Superintendent will establish mutually agreed upon and clearly understood goals for the ensuing year. Progress toward these goals will be included as part of the next Board evaluation of the Superintendent.

Cross Reference: BDD - Committee Board-Superintendent Relationship  
CB – School Superintendent

**Adopted: May 22, 2014**