

SUPERINTENDENT EVALUATION PROCESS AND TIMELINE

A. Expectations and Goal Setting: July

1. At the July regularly scheduled RSU 2 Board meeting, in an executive session the RSU 2 Board and Superintendent shall review and discuss his/her upcoming year's professional goals and objectives which shall be based on the Board's annual goals for the RSU 2 and expectations for the Superintendent.
2. The Superintendent shall present in writing his/her preliminary goals (up to 6) which shall have measurable objectives by quarter and a timeline for completion of the goal.
3. The RSU 2 Board may add or modify goals, objectives and timelines, and shall approve the expectations for the upcoming year.

B. Status Meetings: October, December, March

At the October, December and March regularly scheduled RSU 2 Board meetings, in an executive session, the Superintendent shall provide a written status report on progress made on all goals, objectives, and timelines. If an objective(s) or timeline has not been met, the Superintendent shall propose remedial actions and timelines to get the objective back on track. The Board may modify the status report before approval.

C. Mid-Year Performance/Evaluation Review – December

The December status report shall serve as the mid-year performance evaluation review to meet the State's Department of Education requirement to submit by December 31st.

D. Preparation for Annual Evaluation – April

In April, the RSU 2 Board Chair, in consultation with the Board, shall develop and distribute feedback surveys to identified stakeholders familiar with the Superintendent's performance. The Survey shall consist of qualitative and measurable quantitative questions. Oral and written responses shall be compiled and shared with RSU 2 Board Directors.

E. Final Evaluation – June

At the June RSU 2 Board meeting, in an executive session, the Superintendent shall provide a written self-assessment and evidence of progress on all professional goals and objectives. After all data are presented and reviewed the RSU 2 Board shall meet in executive session without the Superintendent to discuss his/her performance. The RSU 2 Board shall then invite the Superintendent to rejoin the executive session to review and discuss the performance evaluation, salary for the upcoming school year and contract length (if applicable). A written summary of the evaluation shall be prepared by the RSU 2 Board Chair and distributed to the Superintendent with a copy for the official personnel file.

First Reading: 1/11/18

Approved: 4/5/18