

### EVALUATION OF ADMINISTRATIVE STAFF

The Superintendent shall implement and supervise the approved PEPG plan for all administrators. A report shall be made to the Board annually on the performance of all administrators, with recommendations regarding their employment and/or salary status.

Formal evaluations shall be made in accordance with PEPG. They shall be conducted according to the following guidelines:

- A. Evaluative criteria for each position shall be in written form and made permanently available to the administrator;
- B. Evaluations shall be made by the Superintendent or immediate supervisor;
- C. Results of the evaluations shall be put in written format and shall be discussed with the administrator;
- D. The administrator being evaluated will have the right to attach a memorandum to the written evaluation; and
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

The state and board approved Administrator PEPG plan will continue to be monitored and reviewed by the district's evaluation committee and by the superintendent. In accordance with Maine's Educator Effectiveness law (20-A MRSA § 13701-13706), and Chapter 180 the administrator PEPG plan will be fully implemented by the summer of 2019.

This system, which will apply to the evaluation and growth of school principals, must be approved by the Board.

Legal Reference: 20-A MRSA §§13701-13706; 13802  
Me. Dept. of Ed. Rule Ch. 125 §§ 4.02(E) (3), 8.08)  
Me. Dept. of Ed. Rule Ch. 180

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