

**I. Purposes of Evaluation**

The purpose of the evaluation of the Superintendent is two-fold. First, it is necessary to determine the ability of the Superintendent to carry-out his/her assigned responsibilities. Secondly, the establishing and carrying-out of mutually agreed upon employment goals and objectives is important to the overall improvement and progress of the school system. The purpose of establishing specific employment goals and objectives is intended to assist the Superintendent and Board to establish priorities for action.

Only by open communication and mutual understanding of expectations can the Superintendent and Board achieve the working relationship essential to the operation of a successful school system.

**II. Goal Setting and Evaluation Process**

A. Each year, prior to the November Union Board Meeting, all members of the Board shall be asked to complete the superintendent evaluation form. The results of the evaluation shall be compiled by an Evaluation Subcommittee consisting of the Chair and representatives of the other three towns. The Subcommittee shall see that the summary of the evaluation reflect the evaluation of the superintendent by the Board as a whole.

A copy of the summary shall be signed by the chair on behalf of the Board. The Superintendent shall sign it as an indication that he/she has read the document. A copy of the summary shall be placed in the superintendent's personnel file, a copy retained by the Board Chair, and a copy provided for the Superintendent.

Any minority statements by individual Board members expressing disagreement with any portion of the Board's evaluation as summarized, may be included with the summary providing they are signed by the member (s) expressing such disagreement.

B. The Superintendent shall complete the Superintendent Evaluation Form as well as prepare a self-evaluation to be submitted to the Evaluation Subcommittee and the Board prior to his/her annual evaluation in November. The report shall include his/her assessment of employment goals and objectives established the previous December.

C. At the November meeting, the Union Board shall discuss with the Superintendent his/her performance in relation to criteria as defined by the Board. They shall also discuss the progress made toward meeting the employment goals and objectives established for the year.

D. The Evaluation Subcommittee and Superintendent shall meet prior to the December meeting for the purpose of establishing mutually agreed upon employment goals and objectives for the upcoming year which shall be presented to the Union Board at the December meeting. The superintendent shall submit his/her proposed goals and objectives to the subcommittee in advance of their meeting.

E. The Superintendent shall updated the Union Board at its April meeting on progress toward his/her goals and objectives.

- F. Individual School Boards shall meet with the Superintendent at mid-year for the purpose of discussing the Superintendent's performance and progress toward meeting the employment goals and objectives established. Should circumstances warrant, the School Boards and Superintendent may mutually agree to make changes in the employment goals and objectives established in December. Additional meetings may be scheduled for this purpose as deemed necessary by the Superintendent and/or the Boards.

Criteria for Evaluation of Superintendent

As the chief executive officer, the Superintendent supervises the overall administration of the school system and serves as the secretary to the School Board. In accordance with the policies of the Board, he/she shall provide professional leadership in the system and shall administer and supervise the schools in such a way as to secure improvement of educational opportunities. In addition to his/her statutory duties, the Superintendent of Schools shall have general supervision of all activities under the control of the Board. He/she is expected to make such rules and give such instructions to school employees as may be necessary to carry out his/her responsibilities.

The following expectations shall serve as the basis for the evaluation of the Superintendent of Schools.

1. Attends and participates in all meetings of the Boards and their committees, except when own employment or salary is under consideration.
2. Serves as ex officio member of committees.
3. Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Boards.
4. Advises the Boards on the need for new or revised policies and sees that all policies of the Boards are implemented.
5. Prepares and submits to the boards, recommendations relative to all matters requiring Board action, placing before the Boards such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
6. Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
7. Informs and advises the Boards about the programs, practices, and problems of the schools, and keeps the Boards informed of the activities operating under the Boards' authority.
8. Supervises the carrying out of all laws, regulations, and Board policies.
9. Makes all administrative decisions within the school necessary to the proper function of the school district.
10. Makes such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.

11. Delegates at own discretion to other employees of the Boards the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
12. Formulates school objectives, policies, plans, and programs in conjunction with the town school committees of School Union #93; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Boards in their duty of legislation for the schools.
13. Conducts a periodic audit of the total school program, and advises the Boards on recommendations for the educational advancement of the schools.
14. Recommends to the Boards for adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
15. Oversees the timely revision of all curriculum guides and courses of study.
16. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
17. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees, and receives from employees communications to be made to the Board.
18. Participates and advises school board members in staff negotiations with professional and nonprofessional personnel.
19. Recommends for appointment, election, or employment all employees of the Boards except professional officers of the Boards, and assigns, transfers, and recommends for dismissal any and all employees of the Boards except professional officers of the Boards.
20. Assigns and defines the duties of all personnel, subject to Board approval.
21. Conducts such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
22. Supervises methods of teaching, supervision, and administration in effect in the schools.
23. Approves vacation schedules for salaried district employees under direct supervision.
24. Suspends any employee for just cause, and reports such suspension to the Board.
25. Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of an employee.

26. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
27. Submits to the Boards a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
28. Supervises the preparation and presentation of the annual budgets and recommends the budgets to the Boards for approval.
29. Establishes and maintains efficient procedures and effective controls for all expenditures of schools funds in accordance with the adopted budgets.
30. Acts as purchasing agent for the Boards, and establishes procedures for the purchase of books, materials, and supplies.
31. Provides suitable instructions and regulations to govern the use and care of school properties.
32. Recommends to the Boards sales of all property no longer required by the Boards, and supervises the proper execution of such sales.
33. Maintains directly or through delegation such personnel records, pupil accounting records, business records, and other records which are required by law and by Board policy.
34. Files, or causes to be filed, all reports required by the state and the school code.
35. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program, and approves the special transfer of students from one neighboring district to another only when, in the superintendent's opinion, conditions in each case warrant such action.
36. Makes recommendations to the Boards concerning the transportation of pupils in accordance with the law and the requirements of safety.
37. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.
38. Represents the district units dealings with George Stevens Academy and any other high schools to which the towns of Union #93 tuition students.

Evaluation Procedure/Criteria - Superintendent of Schools

39. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.

40. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Boards informed of trends in education.

41. Represents the schools before the public, and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.

42. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.

43. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.

44. Confers periodically with professional and lay groups concerning the schools' program, and transmits to the Boards suggestions gained from such conferences.

45. Performs such other tasks as may from time to time be assigned by the Boards.

46. Maintains the full confidence of the School Board and accepts the Board's judgment in its evaluation of his/her performance.

Adopted: Union #93 Joint School Committee - May 6, 1992

Amended: Union #93 Joint School Committee - December 14, 1995

Amended: Union #93 Joint School Committee - December 3, 1998

Amended: Union #93 Joint School Committee - September 19, 2005