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## EVALUATION OF THE SUPERINTENDENT

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The Bangor School Committee will evaluate the performance of the Superintendent as a regular and scheduled activity. The primary purposes of the evaluation will be to continually improve administrative leadership, to strengthen the working relationship of the School Committee and Superintendent governance team, and to assist the School Committee 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(s) should be at a regularly scheduled time and place, in an executive session in which all School Committee members are present.
- C. The Superintendent should prepare for the evaluation by conducting a self-evaluation.
- D. The School Committee will meet with the Superintendent in executive session to review the evaluation:
  1. The School Committee as a whole will meet with the Superintendent to discuss the evaluation, which should include individual Committee members' assessment as agreed upon by the Committee.
  2. The evaluation should include a discussion of strengths as well as areas identified for improvement. Both strengths and areas identified for improvement shall be supported by documented examples.
  3. As no set of guidelines can encompass the totality of the Superintendent's responsibilities, the evaluation discussion may include items not described in the evaluation standards, however; the evaluation of performance by the School Committee shall be limited to those items directly related to the goals included in the prior years' evaluation plan and the essential duties of the position as written in the position description (see policy CEB).
  4. The School Committee's evaluation should be supported by specific documented examples of the Superintendent's conduct/performance, and shall represent the perspective of the majority of the Committee. Hearsay and/or undocumented examples may not be used in the School Committee evaluation either in support of or in opposition to the performance of the Superintendent.
  5. The Superintendent shall be given the opportunity to provide feedback to the School Committee regarding his/her/their\* perceptions of the working relationship between the Superintendent and the Committee and other issues the Superintendent identifies as relevant to their job responsibilities and performance.
- E. The School Committee will meet in executive session with the Superintendent to discuss issues such as compensation, benefits, and extension of contract that are directly related to the Superintendent's evaluation and employment.
- F. Following the completed evaluation process, the School Committee Chair shall provide the Superintendent with a written summary of the key elements of the evaluation review.

### Performance Objectives

Using the Superintendent's evaluation(s) for the year and the priorities established by the School Committee, the Committee and the Superintendent will establish mutually agreed upon and clearly



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understood performance goals for the ensuing year prior to August 1. Progress toward these goals will be included as part of the next School Committee evaluation of the Superintendent.

Cross Reference:       BCD - School Committee-Superintendent Relationship  
                                  CEB - Superintendent of Schools

ADOPTED:     February 20, 2014

REVIEWED:   February 22, 2023

REVISED:     April 26, 2023

*\* “They, them, their” will be utilized herein to reflect all personal pronouns for the referenced individual or parties.*

