

RSU #16 (Mechanic Falls, Minot, Poland)
Policy Code: GCOC
Adopted: April 2003
Revised: ~~February 2011~~ December 2019

EVALUATION OF ADMINISTRATIVE STAFF

PHILOSOPHY:

It is the philosophy of the RSU #16 School Board that evaluations are important to the maintenance of clear guidelines for administrative goals, standards, and actions.

POLICY:

In accordance with the guideline of this policy, annual evaluations of administrative staff shall take place.

AMPLIFYING INSTRUCTIONS AND GUIDELINES:

The Superintendent shall implement and supervise an evaluation system for all administrative personnel. The superintendent will make recommendations regarding their employment and/or salary status to the School Board.

Formal evaluations shall be made at least once every three (3) years, yearly during the first two years in an administrative capacity. 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 writing 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.

In accordance with Maine's Educator Effectiveness law (20-A MRSA § 13704,13706), RSU 16's evaluation and growth system (PEPG) is consistent with the requirements of the law and applicable Department of Education rules, as referenced in the Administrative Professional Growth Handbook. This system, which will apply to the evaluation and growth of school principals, must be approved by the RSU 16 School 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

SIGNATURE BLOCK:

RSU 16 School Board

Mary Martin, Chair

DATE

Joe Parent, Vice Chair

DATE

Travis Ritchie

DATE

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Scott Lessard	DATE
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Louis Goulet	DATE
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Mike Downing	DATE
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Ed Rabasco, Jr.	DATE
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Laura Hemond	DATE
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Steve Holbrook	DATE
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Melanie Harvey	DATE
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Norm Davis	DATE
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Julie Rioux	DATE
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Norm Beuparlant	DATE
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Chelsea Clavet	DATE
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Mike Lacasse	DATE
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