

**Chebeague Island School Committee**  
**Tuesday, May 6th, 2025**  
**Chebeague Island School**  
**Regular Meeting 6:00 PM**

THIS MEETING MAY BE RECORDED

**AGENDA**

1. Call to Order
2. Approval of Agenda for May 6th, 2025
3. Approval of Minutes for School Committee Meeting of April 15th, 2025
4. Public Comment
5. Correspondence
6. Reports
  - A. Report from School Committee Chair
  - B. Report from Superintendent
  - C. Report from Lead Teacher
7. Old Business
  - A. Debrief community meeting about middle school expansion.
  - B. Revisit FY26 CISD Budget
8. Personnel
  - A. Approval of certificated staff contracts for 2025-2026.
9. Executive Session
  - A. To discuss the Superintendent evaluation per 1 M.R.S.A §405(6)(A)
10. New Business
  - A. Approval of Superintendent evaluation process and tools for 2025-2026.
11. Warrant
12. Items for next meeting
13. Adjournment

**Chebeague Island School Committee**  
**Tuesday, April 15th, 2025**  
**Chebeague Island School**  
**Regular Meeting 6:00 PM**

**MINUTES**

1. Call to Order

The meeting was called to order at 6:02 p.m. by Chair Jeff Putnam. Nancy Earnest and Erin Layng were present. Geoff Summa was absent. Caitlin Henningsen is on leave of absence.

2. Approval of Agenda for April 15th, 2025

Nancy Earnest made a motion to approve the agenda. Seconded by Erin Layng. The motion passed 3-0-0.

3. Approval of Minutes for School Committee Meeting of April 2nd, 2025

Nancy Earnest made a motion to approve the minutes from April 2nd, 2025. Seconded by Jeff Putnam. The motion passed 2-0-1. Erin Layng abstained because she was absent on April 2nd.

4. Public Comment–NONE

5. Correspondence

The Chair shared that he had sent a letter on behalf of the school committee to the state in support of funding for renovations to the Stone Pier. The Superintendent shared that he had received an update about the status of federal funding from Maine School Board Association (MSBA) which was shared via email with all school committee members.

6. Reports

A. Report from School Committee Chair

The Chair initiated a discussion about engaging with the Long Island School Committee about the status of schooling on their island. Committee members agreed that this was a good idea, and the Chair will reach out to initiate a conversation with that community.

B. Report from Superintendent

The Superintendent shared that the application for the heat pump project had been submitted to Efficiency Maine with the proposal from Dave's World. He is hoping that we will receive a response

prior to the next school committee meeting. He also shared that one mainland student has decided not to enroll next year due to family needs. This means CIS's projected enrollment is 23 students for 2025-2026.

### C. Report from Lead Teacher

The Lead Teacher reported on the different units that the students are completing. She also shared the status of the Woodtown pizza project and the success they have had with it. She also previewed a number of activities after spring break including another Audubon field trip, a play, and the spring concert.

#### 7. Old Business

- A. Final read and approval of FY26 Chebeague Island School Department budget.

The school committee reviewed the final version of the proposed budget. Nancy Earnest made a motion to approve the budget as presented. Seconded by Erin Layng. The motion passed 3-0-0.

#### 8. New Business

- A. Discussion regarding plans for a community meeting about middle school expansion.

The committee discussed a proposed date and goals for a community meeting with CIS families regarding the idea of offering a middle school program. The meeting will be May 6th from 5-6pm at the school.

#### 9. Warrant

There was a warrant for FY25 for approval.

#### 10. Items for next meeting

The next regular meeting is Tuesday May 6th, 2025 at the Chebeague Island School. The regular meeting will start at 6:00pm.

#### 11. Adjournment

The meeting adjourned at 7:12pm.

Respectfully Submitted,

Aaron Townsend  
Superintendent

# **Chebeague Island School Committee**

## **Regular Meeting Agenda Item**

**Topic:** Middle School Expansion Community Meeting

**Purpose:** Debrief the Community Meeting of May 6th, 2025

**Date:** May 6th, 2025

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**Background:** In January 2025, school leadership conducted a survey of current Chebeague Island School families regarding the enrollment and sustainability initiative. Specifically, the survey asked about interest and thoughts regarding growing the school to serve students in grades six through eight (middle school). The survey indicated that there was interest in learning more about this option. As a result, CIS committed to hosting a community meeting to respond to the questions and get further input for the school committee's consideration.

The community meeting is scheduled to take place from 5-6pm on Tuesday May 6th prior to the School Committee's regular meeting. This item is intended as time to debrief the community meeting and consider what, if any, next steps are appropriate.

**Recommendation:** NA

**Attachments:** NA

# **Chebeague Island School Committee**

## **Regular Meeting Agenda Item**

**Topic:** Revisit FY26 CISD Final Budget

**Purpose:** Discuss FY26 CISD Budget in light of overall town budget

**Date:** May 6th, 2025

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**Background:** This item has been added to the agenda based on discussions with the Chair of the Select Board and the Town Administrator given the overall town budget context.

The initial overall town budget resulted in a tax increase of approximately 9%. As a result, the Select Board directed the Town Administrator to reduce the town budget by approximately 4%. Given that a significant portion of the school department's budget reduction is a result of the debt service relief, they have asked us to review our budget to determine if there are any potential changes on the revenue or expenditure side that would reduce the tax burden.

For discussion, here is an unaudited estimate of the status of the school department's undesignated balance:

- FY23 End Balance     \$218,863 (confirmed by FY23 audit)
- Reserve Allocations   (\$165,000) (per SC action 5/7/24)
- FY25 Revenue         (\$20,000) (per FY25 approved budget)
- FY24 Actuals          \$42,000 (unaudited, estimate)
- FY24 End Balance     \$75,863 (unaudited, estimate)

Per state statute school departments may only maintain 3% of their operating budget as undesignated. For FY26, this figure would be \$35,345.20.

**Recommendation:** NA

**Attachments:** FY26 Budget Summary (Final 4.15.25)  
FY26 Expenditure Detail (Final 4.15.25)

# Chebeague Island School Department FY26 Budget Summary

April 15th, 2025

	FY 2025	FY 2026	\$\$ difference	Percent Change
<b>Revenue</b>				
State Contribution (ED279)	\$67,427.54	\$82,281.35	\$14,853.81	22.03%
Meals Reimbursement	\$5,000.00	\$10,000.00	\$5,000.00	
Undesignated Funds	\$20,000.00	0	-\$20,000.00	
Tuition	\$0.00	\$40,000.00	\$40,000.00	
IDEA Local Entitlement	\$0.00	\$9,000.00	\$9,000.00	
<b>Revenue Total</b>	<b>\$92,427.54</b>	<b>\$141,281.35</b>	<b>\$48,853.81</b>	<b>52.86%</b>
<b>Expense</b>				
School Debt and Contingency	\$117,923.00	\$37,456.72	-\$80,466.28	-68.24%
Systems Administration	\$129,083.00	\$142,382.34	\$13,299.34	10.30%
School Administration	\$30,497.00	\$33,463.74	\$2,966.74	9.73%
Elementary Education	\$526,243.00	\$464,471.49	-\$61,771.51	-11.74%
Staff/Student Support	\$35,451.00	\$33,929.98	-\$1,521.02	-4.29%
Special Education	\$224,890.00	\$274,369.48	\$49,479.48	22.00%
Facilities	\$64,060.00	\$61,457.57	-\$2,602.43	-4.06%
Transportation	\$122,319.00	\$89,184.59	-\$33,134.41	-27.09%
Food Services	\$35,704.00	\$41,457.57	\$5,753.57	16.11%
<b>Expenditure Total</b>	<b>\$1,286,170</b>	<b>\$1,178,173.48</b>	<b>-\$107,996.52</b>	<b>-8.40%</b>
<b>Required Local Contribution</b>	<b>\$1,193,742</b>	<b>\$1,036,892.13</b>	<b>-\$156,850.33</b>	<b>-13.14%</b>

**Chebeague Island School Department**  
**FY26 Proposed Expenditures**  
April 15th, 2025

	FY22	FY23	FY24	FY25	FY26	
	Actual	Actual	Actual	Budget	Proposed	Difference
<b>Dept: 8000 School Debt and Contingency</b>						
8807 Contingency	0.00	1,321.00	0.00	10,000.00	10,000.00	0.00
8900 Debt Service	133,478.00	131,797.74	134,363.73	107,923.00	27,456.72	-80,466.28
<b>Total</b>	<b>133,477.49</b>	<b>131,797.74</b>	<b>134,363.73</b>	<b>117,923.00</b>	<b>37,456.72</b>	<b>-80,466.28</b>
	FY22	FY23	FY24	FY25	FY26	
	Actual	Actual	Actual	Budget	Proposed	Difference
<b>Dept: 8001 Office of the Superintendent</b>						
8101 Superintendent Salaries	30,918.00	32,136.00	31,493.28	70,000.00	72,800.00	2,800.00
8102 Secretaries Salaries	12,644.81	13,452.18	13,225.07	15,300.00	17,385.06	2,085.06
8103 Health Insurance	10,233.00	10,641.36	9,133.80	16,676.00	25,414.64	8,738.64
8104 FICA/Medicare	2,400.56	2,518.49	2,470.36	5,315.00	6,090.64	775.64
8106 Worker's Compensation	0.00	2,772.60	3,544.85	4,000.00	4,000.00	0.00
8107 Conferences/Training	200.00	0.00	245.00	1,500.00	500.00	-1,000.00
8108 Other Professional Services	0.00	18,817.64				0.00
8110 Communications/Telephone	2,482.00	2,184.36	2,593.36	2,500.00	4,500.00	2,000.00
8111 Postage	122.00	245.85	602.39	400.00	0.00	-400.00
8112 Advertising	299.00	519.68	693.17	700.00	700.00	0.00
8113 Printing	308.00	858.45	498.81	500.00	0.00	-500.00
8114 Copier Supplies	100.00	24.19	277.94	300.00	0.00	-300.00
8115 Equipment/Software	21.00	2.99	0.00	300.00	300.00	0.00
8116 Travel			0.00	100.00	100.00	0.00
8117 Stipends	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	0.00
8118 FICA			0.00	92.00	92.00	0.00
8119 Legal	3,359.00	582.40	2,336.88	3,500.00	3,500.00	0.00
8120 Insurance	2,785.00	2,785.00	0.00	3,400.00	3,000.00	-400.00
8121 Dues & Fees	533.00	400.00	524.37	500.00	500.00	0.00
8122 Miscellaneous	478.00	669.80	0.00	800.00	800.00	0.00
8124 Unemployment Compensation	1,818.00	1,585.32	1,532.56	2,000.00	1,500.00	-500.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>70,371.84</b>	<b>129,083.00</b>	<b>142,382.34</b>	<b>13,299.34</b>
	FY22	FY23	FY24	FY25	FY26	
	Actual	Actual	Actual	Budget	Proposed	Difference
<b>Dept: 8002 Office of the Principal</b>						
8201 Administrative Salaries	30,882.65	32,136.00	34,064.16	0.00	0.00	0.00
8202 Secretary Salaries	12,645.00	13,452.18	13,878.16	15,300.00	17,385.06	2,085.06
8203 Health Insurance	10,232.05	10,641.36	9,133.80	11,676.00	6,361.80	-5,314.20
8204 FICA/Medicare	2,399.00	2,518.74	2,649.90	1,171.00	1,416.88	245.88
8207 Conferences	140.00	0.00	0.00	500.00	0.00	-500.00
8208 Postage	53.00	82.95	0.00	100.00	500.00	400.00
8209 Printing	370.77	941.03	100.44	500.00	1,000.00	500.00
8210 Supplies	302.00	222.31	353.32	300.00	1,000.00	700.00
8211 Copier Supplies			16.38	200.00	300.00	100.00
8212 Equipment/Repair			0.00	250.00	0.00	-250.00
8213 Dues & Fees	372.00	0.00	425.00	500.00	500.00	0.00
8217 Stipends					5,000.00	5,000.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>60,621.16</b>	<b>30,497.00</b>	<b>33,463.74</b>	<b>2,966.74</b>
	FY22	FY23	FY24	FY25	FY26	
	Actual	Actual	Actual	Budget	Proposed	Difference
<b>Dept: 8003 Elementary Education</b>						
8300 Pre-K Program	30,004.00	0.00	63,709.28	0.00	0.00	0.00
8301 K-2 Teacher's Salaries	34,428.64	53,054.12	90,322.10	86,431.00	89,532.45	3,101.45
8302 3-5 Teacher's Salaries	64,513.00	66,852.93	12,183.52	103,781.00	107,749.95	3,968.95
8303 Ed Tech Salaries	55,872.56	25,767.76	24,736.75	23,929.00	25,125.45	1,196.45
8304 Temporary Salaries	0.00	45.00	0.00	2,000.00	2,000.00	0.00
8305 Health Insurance	40,929.00	32,810.86	20,094.36	29,190.00	31,809.00	2,619.00
8306 FICA/Medicare	10,117.00	8,347.84	11,749.92	12,678.00	14,278.58	1,600.58
8309 Assessment Testing	0.00	500.00	0.00	500.00	2,000.00	1,500.00
8310 General Supplies	3,534.00	1,750.32	3,682.36	5,000.00	4,000.00	-1,000.00
8311 Travel Reimbursement	393.00	376.71	0.00	750.00	750.00	0.00
8312 Books & Periodicals	754.00	1,013.65	697.13	1,500.00	3,000.00	1,500.00
8313 Audio-Visual Materials	21.00	30.82	440.00	500.00	500.00	0.00
8314 Equipment						0.00
8316 Copier Lease	368.00	597.34	119.59	0.00	0.00	0.00

8318 MS Tuition	107,695.16	115,310.07	67,686.25	45,726.00	17,836.60	-27,889.40
8319 Secondary Tuition	193,128.00	188,383.50	243,947.86	214,258.00	165,889.46	-48,368.54
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>539,369.12</b>	<b>526,243.00</b>	<b>464,471.49</b>	<b>-61,771.51</b>
	FY22	FY23	FY24	FY25	FY26	
	Actual	Actual	Actual	Budget	Proposed	Difference
<b>Dept: 8004 Student and Staff Support</b>						
8401 Course Reimbursement	35.00	3,199.00	0.00	6,396.00	3,200.00	-3,196.00
8402 Other Professional Services	70.00	0.00	-200.00	1,000.00	0.00	-1,000.00
8403 Other Professional Services	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00
8404 Technology Equipment	21.00	68.16	198.56	500.00	0.00	-500.00
8405 Other Purchased Services	2.99	5.98	750.94	1,000.00	0.00	-1,000.00
8406 Software	98.00	759.90	28.97	1,000.00	1,000.00	0.00
8407 Repair	0.00	199.94	0.00	200.00	200.00	0.00
8408 Regular Stipend	0.00	6,000.00	7,800.00	19,500.00	23,520.00	4,020.00
8409 FICA/Medicare			0.00	1,155.00	1,509.98	354.98
8413 Supplies			144.83	0.00	500.00	500.00
8414 Books & Periodicals			0.00	100.00	0.00	-100.00
8415 Regular Salaries			0.00	500.00	0.00	-500.00
8419 Supplies	9.00	80.50	76.55	100.00	0.00	-100.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>12,799.85</b>	<b>35,451.00</b>	<b>33,929.98</b>	<b>-1,521.02</b>
	FY22	FY23	FY24	FY25	FY26	
	Actual	Actual	Actual	Budget	Proposed	Difference
<b>Dept: 8005 Special Education</b>						
8501 Teacher's Salaries	25,445.00	12,276.56	22,072.32	64,444.00	62,102.25	-2,341.75
8502 FICA/Medicare	3,228.11	1,650.79	976.54	5,232.00	10,539.03	5,307.03
8503 Ed Tech Salaries	0.00	15,139.20	7,064.96	23,929.00	66,169.20	42,240.20
8504 Worker's Compensation	0.00	0.00	0.00	500.00	0.00	-500.00
8505 Test Scoring	6,481.00	5,918.86	867.68	0.00	0.00	0.00
8506 Other Professional Services	5,903.96	23,772.50	85,751.04	42,800.00	83,400.00	40,600.00
8507 Extended Year Program	0.00	3,310.00	1,721.25	6,460.00	3,500.00	-2,960.00
8508 Supplies	36.00	37.67	179.95	250.00	1,500.00	1,250.00
8509 Testing Supplies	154.00		1,502.00	250.00	250.00	0.00
8510 Books & Periodicals	91.48	52.74	0.00	100.00	100.00	0.00
8515 Health Insurance	1,620.02	4,212.05	867.68	17,514.00	31,809.00	14,295.00
8517 Special Educ. Transportation	7,110.00	600.00	29,978.74	0.00	0.00	0.00
8518 SpEd Middle School Tuition	51,019.00	35,078.00	0.00	57,740.00	0.00	-57,740.00
8519 SpEd Secondary Tuition	0.00	4,600.00	0.00	5,671.00	15,000.00	9,329.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>150,982.16</b>	<b>224,890.00</b>	<b>274,369.48</b>	<b>49,479.48</b>
	FY22	FY23	FY24	FY25	FY26	
	Actual	Actual	Actual	Budget	Proposed	Difference
<b>Dept: 8006 Facilities and Maintenance</b>						
8601 Regular Salaries	14,891.19	13,223.72	14,236.52	15,812.00	16,732.10	920.10
8602 Health Insurance	5,116.00	5,320.68	4,566.90	5,838.00	6,361.80	523.80
8603 FICA/Medicare	1,265.72	2,793.85	1,477.77	1,210.00	1,363.67	153.67
8606 Conferences			199.48	500.00	500.00	0.00
8607 Other Contracted Services	7,845.00	10,114.65	10,577.69	10,000.00	11,000.00	1,000.00
8608 Repair & Maintenance	1,477.00	11,126.66	5,439.91	7,500.00	7,500.00	0.00
8609 Rent for Building CIRC	8,000.00	8,000.00	8,000.00	0.00	0.00	0.00
8611 Insurance	2,433.00	2,340.00	2,785.00	2,500.00	3,000.00	500.00
8612 Supplies	1,948.00	1,278.97	344.96	2,500.00	3,000.00	500.00
8613 Electricity	2,693.00	382.08	648.55	4,000.00	2,000.00	-2,000.00
8614 Fuel Oil	2,576.00	3,289.01	4,410.05	4,200.00	5,000.00	800.00
8617 Contracted Services	2,200.00	4,272.50	850.00	10,000.00	5,000.00	-5,000.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>53,536.83</b>	<b>64,060.00</b>	<b>61,457.57</b>	<b>-2,602.43</b>
	FY22	FY23	FY24	FY25	FY26	
	Actual	Actual	Actual	Budget	Proposed	Difference
<b>Dept: 8007 Transportation and Buses</b>						
8701 Salaries	23,336.00	24,141.67	28,543.69	27,536.00	22,617.65	-4,918.35
8702 Substitute Salaries			0.00	500.00	500.00	0.00
8703 Health Insurance	10,233.00	11,528.14	9,133.80	11,676.00	12,723.60	1,047.60
8704 FICA/Medicare	1,201.66	1,241.96	1,589.77	2,107.00	1,843.34	-263.66
8707 Purchased Professional Service	62,034.00	57,457.65	51,991.82	62,000.00	40,000.00	-22,000.00
8708 Repairs	9,390.00	8,938.64	7,119.66	10,000.00	5,000.00	-5,000.00
8709 Auto Insurance	2,159.00	2,140.00	0.00	2,500.00	2,500.00	0.00
8711 Fuel	4,108.00	4,946.93	3,311.63	6,000.00	4,000.00	-2,000.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>101,690.37</b>	<b>122,319.00</b>	<b>89,184.59</b>	<b>-33,134.41</b>



	FY22	FY23	FY24	FY25	FY26	
	Actual	Actual	Actual	Budget	Proposed	Difference
<b>Dept: 8008 Food Services</b>						
8801 Regular Salaries	16,280.00	18,098.56	17,607.83	19,104.00	16,732.10	-2,371.90
8802 Health Insurance	5,117.00	5,320.68	6,393.66	5,838.00	6,361.80	523.80
8803 FICA/Medicare	1,320.33	1,384.58	1,336.67	1,462.00	1,363.67	-98.33
8805 Other Contracted Services	1,818.00	919.56	3,011.06	1,800.00	2,000.00	200.00
8806 Supplies	6,059.00	6,693.37	8,872.76	7,500.00	15,000.00	7,500.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>37,221.98</b>	<b>35,704.00</b>	<b>41,457.57</b>	<b>5,753.57</b>

# **Chebeague Island School Committee**

## **Regular Meeting Agenda Item**

**Topic:** 2025-2026 Certificated Staff Contracts

**Purpose:** Approve certificated staff contracts for 2025-2026

**Date:** May 6th, 2025

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**Background:** Per statutory requirement, the School Committee must approve all teacher contracts. Chebeague Island Schools has funded three full time teaching positions for the 2025-2026 school year in the proposed budget.

Pending passage of the school budget on June 7th, 2025 at Town Meeting, the department recommends employing the following staff for the 2025-2026 school year:

- Continuing Contracts:
  - Mary Train, Grades 3-6 Teacher, Lead Teacher
  - Heidi Donnelly, Grades PK-2 Teacher
- Probationary Year 2 Contract:
  - Jennifer Doane, Special Education Teacher

**Recommendation:** Approve the nominations of Mary Train, Heidi Donnelly, and Jennifer Doane as teachers for the Chebeague Island School Department for 2025-2026.

**Attachments:** NA

# **Chebeague Island School Committee**

## **Regular Meeting Agenda Item**

**Topic:** Superintendent Evaluation Process and Tools

**Purpose:** Approve the process and tools for the Superintendent evaluation for 2024-2025.

**Date:** May 6th, 2025

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**Background:** Per school committee policy, CBI-Evaluation of the Superintendent, the committee is responsible for conducting an annual evaluation of the Superintendent.

To facilitate this process, the committee should identify a timeline of activities and the tools that will be used to conduct the evaluation. The School Committee has utilized the tools from the Yarmouth School District included with this memo in prior evaluations.

**Recommendation:** Approve the use of the attached evaluation tools to conduct the superintendent evaluation for 2024-2025.

**Attachments:** Policy CBI Evaluation of the Superintendent

CISD Superintendent Evaluation Timeline

Yarmouth School District Superintendent Evaluation Process and Forms

# **CBI- Evaluation of the Superintendent**

## **Chebeague Island School Department**

The School Committee may annually evaluate the performance of the Superintendent as a regular and scheduled activity. The primary purposes of the evaluation are to continually improve administrative leadership, to strengthen the working relationship of the School Committee and the Superintendent, and to assist the School Committee in reviewing issues associated with the Superintendent's employment.

A. The Superintendent, when practical, should be involved in developing the evaluation form and standards.

B. The evaluation(s) should be at a regularly scheduled time and place.

C. The evaluation should include a discussion of strengths and areas for improvement, and shall be confidential.

D. Both parties should prepare for the annual evaluation as follows:

1. The Superintendent shall conduct a written self-evaluation.

2. The School Committee shall submit individual written assessments to the Chair.

3. The School Committee should gather information from sources outside the Committee.

E. Every year, the School Committee shall meet in executive session to review the Superintendent's written self- evaluation and all materials gathered related to the Superintendent's performance. The Superintendent may be invited to, or excluded from, this session at the School Committee's discretion.

F. Every year, the School Committee shall meet with the Superintendent in executive session to discuss the evaluation. The School Committee's evaluation should be supported by specific examples of the Superintendent's performance and conduct and shall represent the perspective of the majority of the School Committee. The Superintendent shall be given the opportunity to

provide feedback to the School Committee regarding all issues relevant to his/her job responsibilities and performance, including his/her perceptions of the working relationship between the Superintendent and the School Committee.

G. Every year, the School Committee may meet in executive session to discuss issues such as compensation, benefits, and extension of contract that are directly related to the Superintendent's evaluation and employment. The Superintendent may be invited to, or excluded from, this session at the School Committee's discretion.

H. Every year, the School Committee may meet with the Superintendent in executive session to discuss compensation, benefits, extension of contract and other matters relevant to the Superintendent's employment.

I. The meetings described in these guidelines may be combined at the School Committee's discretion.

J. Following the completed evaluation process, the School Committee Chair or his/her designee shall provide the Superintendent with a written summary of the key elements of the evaluation review.

K. Using the Superintendent's evaluation for the year and the priorities established by the School Committee, the School Committee and the Superintendent shall establish mutually agreed upon and clearly understood performance goals for the ensuing year prior to September 15th each year. The School Committee and Superintendent shall review these goals at midyear. Progress toward these goals will be included as part of the next School Committee evaluation of the Superintendent.

L. The Superintendent must be present for any discussion that may lead to or result in allegations, charges or investigation of misconduct.

First Reading: April 12, 2022

Adopted:

## Chebeague Island Public Schools

### Superintendent Evaluation Timeline

Timeline	Action
July/August	Superintendent and School Committee review school plan and set goals for the year.
By September 15th	Superintendent and School Committee meet in Executive Session to set Superintendent Performance Goals for the year.
January	<p>School Committee meets with the Superintendent in Executive Session to get a report on interim progress on their performance goals and to provide them informal feedback.</p> <p>In a contract year, the School Committee also determines the compensation, benefits, and extension of contract and other matters relevant to the Superintendent's employment.</p>
By April 1	In consultation with the Superintendent, School Committee identifies additional sources of information who have knowledge of their duties and regularly interact with them to contribute to the evaluation.
By mid April	The Chair begins collecting information from those sources to be completed by May 1.
Prior to 1st School Committee Meeting in May	Superintendent completes their self assessment and provides it to the School Committee
1st School Committee Meeting in in May	School Committee meets in Executive Session to review the Superintendent's self assessment and all other information collected related to the Superintendent's performance.
2nd School Committee Meeting in May	School Committee meets with the Superintendent in Executive Session to discuss the evaluation. The Superintendent also provides feedback to the School Committee about its responsibilities and matters related to the Superintendent's performance.
By June 1	A copy of the final written evaluation is placed in the Superintendent's personnel folder.

## **PART A: SELF ASSESSMENT - Superintendent of Schools**

As you read through the following list, rank the items 1 – 4 based on the following scale:

- 4 Accomplished
- 3 Effective
- 2 Developing
- 1 Ineffective

You are encouraged to place comments in the appropriate area.

### **1. Relationship with the School Committee:**

- ☐ Keeps School Committee informed of organization activities, progress and problems.
- ☐ Is receptive to School Committee members' ideas and suggestions.
- ☐ Makes sound recommendations for School Committee action.
- ☐ Accepts School Committee criticism as constructive suggestions for improvement.
- ☐ Gives constructive criticism in a friendly, firm and positive way.
- ☐ Follows up on all problems and issues brought to his attention.
- ☐ Provides meaningful and adequate information prior to School Committee meetings.
- ☐ School Committee agendas are well-planned, and staff presentations are meaningful.

Comments:

### **2. Management Skills and Abilities:**

- ☐ Maintains a smooth-running administrative office.
- ☐ Prepares all necessary reports and keeps accurate records.
- ☐ Speaks and writes clearly.
- ☐ Proposes organizational goals and objectives annually.
- ☐ Plans well in advance.
- ☐ Is progressive in attitude and action.
- ☐ Adequately follows through on set plans.

Comments:

### **3. Fiscal Management:**

- ☐ Prepares a balanced and efficient budget.
- ☐ Completes the year with a balanced budget.
- ☐ Displays common sense and good judgment in business decisions.
- ☐ Adequately supervises the physical plant, including all real property.
- ☐ Presents clearly and appropriately prioritized budget proposals.
- ☐ Is an astute manager of school department resources.
- ☐ Searches for and identifies areas of potential cost savings.

Comments:

### **4. Personal and Professional Attitudes:**

- ☐ Projects professional demeanor.
- ☐ Is engaging and inviting of professional discussions.
- ☐ Participates in professional activities.

Comments:

### **5. Community and Public Relations:**

- ☐ Represents the school district in a positive and professional manner.
- ☐ Actively promotes the school district to the public.
- ☐ Works positively and effectively with town officials.

Comments:

### **6. Effective Leadership of Staff:**

- ☐ Hires and appropriately supervises competent staff members.

- ☐ Fosters a culture of respect and trust among all staff members.
- ☐ Follows personnel policies closely.
- ☐ Maintains high staff productivity.

Comments:



## Part B: School Committee Evaluation of the Superintendent

### Confidential

As you read through the following list, rank the items 1 – 4 based on the following scale:

- 4 Accomplished
- 3 Effective
- 2 Developing
- 1 Ineffective

You are encouraged to place comments in the appropriate area.

#### 7. Relationship with the School Committee:

- ☐ Keeps School Committee informed of organization activities, progress and problems.
- ☐ Is receptive to School Committee members' ideas and suggestions.
- ☐ Makes sound recommendations for School Committee action.
- ☐ Accepts School Committee criticism as constructive suggestions for improvement.
- ☐ Gives constructive criticism in a friendly, firm and positive way.
- ☐ Follows up on all problems and issues brought to his attention.
- ☐ Provides meaningful and adequate information prior to School Committee meetings.
- ☐ School Committee agendas are well-planned, and staff presentations are meaningful.

Comments:

#### 8. Management Skills and Abilities:

- ☐ Maintains a smooth-running administrative office.
- ☐ Prepares all necessary reports and keeps accurate records.
- ☐ Speaks and writes clearly.
- ☐ Proposes organizational goals and objectives annually.
- ☐ Plans well in advance.
- ☐ Is progressive in attitude and action.
- ☐ Adequately follows through on set plans.

Comments:

#### 9. Fiscal Management:

- ☐ Prepares a balanced and efficient budget.
- ☐ Completes the year with a balanced budget.
- ☐ Displays common sense and good judgment in business decisions.
- ☐ Adequately supervises the physical plant, including all real property.
- ☐ Presents clearly and appropriately prioritized budget proposals.
- ☐ Is an astute manager of school department resources.
- ☐ Searches for and identifies areas of potential cost savings.

Comments:

#### 10. Personal and Professional Attitudes:

- ☐ Projects professional demeanor.
- ☐ Is engaging and inviting of professional discussions.
- ☐ Participates in professional activities.

Comments:

#### 11. Community and Public Relations:

- ☐ Represents the school district in a positive and professional manner.
- ☐ Actively promotes the school district to the public.
- ☐ Works positively and effectively with town officials.

Comments:

#### 12. Effective Leadership of Staff:

- ☐ Hires and appropriately supervises competent staff members.
- ☐ Fosters a culture of respect and trust among all staff members.
- ☐ Follows personnel policies closely.
- ☐ Maintains high staff productivity.

Comments:

***School Committee Ratings***  
***Summary Forms – to be completed by Chair***

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**Confidential**

***Instructions***

This summary section is to be used to compile individual School Committee member responses. The School Committee members should meet in executive session to discuss their individual input and prepare composite results. Once School Committee members have met and agreed on the ratings and comments to be presented to the superintendent, the same forms can be used as the final evaluation document for Part 1. It is important that School Committee members reach consensus and speak with one voice for the final evaluation of the superintendent.

***Computation***

<b>Standards</b>	Member 1	Member 2	Member 3	Member 4	Member 5	Member 6	Member 7	Ave. Rating
1. Relationship with School Committee								
2. Management Skills and Abilities								
3. Fiscal Management								
4. Personal and Professional Attitudes								
5. Community and Public Relations								
6. Effective Leadership of Staff								

**Summary grading:**

Scores between:	Grade
3.5 - 4.0	Accomplished
3.0 - 3.5	Effective
2.5 - 3.0	Developing
2.0 - 2.5	Ineffective

***Instructions for School Committee and Superintendent***

The School Committee should seek and consider information related to the Superintendent's performance from various sources with an understanding of the duties of the Superintendent, including, but not limited to, district employees, municipal leaders, other educational leaders, and community members who regularly interact with the Superintendent. The Superintendent may assist the School Committee in deciding from whom and how to collect information from these sources.

In collecting information, the Superintendent will assist the School Committee in the development of the type of information (data and personal feedback) which should be collected and evaluated. The information should include appropriate professional development and changes in interpersonal and administrative methods.

Suggested evaluators in addition to School Committee members: teachers, administrators, parents, support staff, other community members with whom the superintendent regularly interacts. Multiple evaluators reflect the collective wisdom of groups who work for or with the superintendent. The evaluation provides a variety of stakeholders an opportunity to voice their understanding of how the top educational leader is performing.

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***Steps for the superintendent:***

**Step 1:** Identify and recommend to the School Committee the data and questions to be asked of evaluators or the goals/competencies to be evaluated.

1. How has the superintendent been effective in leading the school district toward continual improvement?
2. How effective is the superintendent at communicating with all stakeholders?
3. Has the superintendent worked effectively with constituent groups this year?
4. Is the superintendent meeting your expectations as our educational leader?

**Step 2:** Recommend to the School Committee evaluation respondents. The evaluators should represent all key constituent groups: district employees, municipal leaders, other educational leaders and community members who regularly interact with the Superintendent. Responses should be anonymous.

**Step 3:** Complete a rigorous written self-evaluation and present to the School Committee.

***Steps for the School Committee***

**Step 4:** Consults with Superintendent and decides on information to be collected and from whom, collects a variety of relevant information, including responses from any surveys, reviews and reflects on Superintendent's self-evaluation, discusses key findings with Superintendent, creates final report to be shared with the superintendent, and develops an action plan to improve on successes and address concerns raised from evaluation process

***Evaluation Form – Staff and Community Contacts***  
**Confidential**

You have been selected to participate in the Evaluation Process for the Superintendent of Schools. This evaluation will be read and tabulated by the School Committee. It is intended to assist the School Committee in their annual evaluation of the superintendent. It will also help the superintendent assess his or her own performance, strengths and weaknesses, and topics for professional development. The questions and participants in the evaluation were selected by the School Committee with input by the superintendent.

**\*\*\* Your completed form should be returned to the School Committee Chair no later than May 1, either in hardcopy or electronic copy. Responses will be shared with the School Committee and be will be kept confidential. \*\*\*\***

For each question, please circle a rating and any comments supporting your rating: When providing comments, it is important to provide specific examples.

1. How has the superintendent been effective in leading the school district toward continual improvement?

- 4     Accomplished
- 3     Effective
- 2     Developing
- 1     Ineffective

Comments:

2. How effective is the superintendent at communicating with all stakeholders?

- 4     Accomplished
- 3     Effective
- 2     Developing
- 1     Ineffective

Comments:

3. Has the superintendent worked effectively with constituent groups this year?

- 4     Accomplished
- 3     Effective
- 2     Developing
- 1     Ineffective

Comments:

4. Is the superintendent meeting your expectations as our educational leader?

- 4     Accomplished
- 3     Effective
- 2     Developing
- 1     Ineffective

Comments: