

SUPERINTENDENT'S CONTRACT

The employment of the Superintendent shall be made formal by means of a contract entered into by the School Board and the Superintendent. As provided by law, the term of the contract shall not exceed five years and shall end on the 30th day of June, whatever the year of expiration. The contract will state the term of employment, compensation, benefits and other conditions of employment.

Whenever a new Superintendent is chosen, the Board Chair and Secretary will certify, on forms provided by the Commissioner, the required information related to the school unit's selection. Certification of employment will be made annually. In addition, certification of employment will be made whenever the incumbent Superintendent's contract is extended or when changes are made to the Superintendent's compensation.

Upon notification by the Commissioner, the Board shall meet during December of the year preceding the expiration of the Superintendent's contract for the purpose of determining continuance of employment. If the contract is not extended and the Superintendent's position will become vacant, the Board will act expeditiously to fill the vacancy **or to select a new Superintendent**. If the Superintendent's position should become vacant during the term of employment specified in the contract, the Board will meet as soon as possible for the purpose of filling the vacancy.

Unless otherwise specified in the contract, the School Board and Superintendent may meet at any time to review compensation and benefits. The Board may wish to consider aligning review of compensation and benefits with the Superintendent as part of the budget cycle.

Legal Reference: 20-A MRSA §§ 1051, 1055

Adopted: 4/12/2023