

## **2.1 GENERAL**

### **BOARD**

- 1. The Board's linkage to the operational organization of the District is through the Superintendent.**
- 2. The Board's requests, decisions, and directives when acting as an entity are the only requests, decisions, and directives binding on the Superintendent.**
- 3. The Board provides to the Superintendent written policies which prescribe the expectations to be achieved.**
- 4. The Board requires policies and administrative regulations from the Superintendent.**
- 5. The Board invests the Superintendent with the authority and the responsibilities that are in accordance with board policy and state and federal laws.**
- 6. The Board involves the community, parents/guardians, students, and staff in developing expectations for the District.**
- 7. The Board advocates for public education at the local, state, and federal levels.**

### **SUPERINTENDENT**

- 1. The Superintendent implements board requests, decisions, and directives.**
- 2. The Superintendent reports the needs of the District to the Board.**
- 3. The Superintendent recommends a District Strategic Plan.**
- 4. The Superintendent coordinates, supervises, and manages the operation of the District.**
- 5. The Superintendent provides leadership to the Board, staff, students, and community in meeting district expectations.**
- 6. The Superintendent keeps the Board aware of local, state, and national educational developments and changes.**
- 7. The Superintendent continually upgrades his or her professional knowledge and qualifications.**
- 8. The Superintendent is empowered to delegate authority and responsibilities to staff members, as he or she deems appropriate.**
- 9. The Superintendent ensures the treatment of staff, students, and community is ethical and lawful.**

## **2.2 POLICY**

### **BOARD**

- 1. The Board establishes and monitors written operations and governance reflecting the District Strategic Plan.**
- 2. The Board, when necessary, clarifies for the Superintendent the intent of board policies.**
- 3. The Board reviews and monitors the District Strategic Plan.**

### **SUPERINTENDENT**

- 1. The Superintendent acts as an advisor to the Board in areas needing policy development or revision.**
- 2. The Superintendent develops and maintains up-to-date operational and governance policies.**

## **2.3 ADMINISTRATIVE REGULATIONS**

### **BOARD**

- 1. The Board reviews and approves administrative regulations prior to their issuance.**
- 2. The Board, at its discretion, may request to review administrative regulations after their issuance.**

### **SUPERINTENDENT**

- 1. The Superintendent develops and maintains current administrative regulations.**
- 2. The Superintendent operates within written administrative regulations that are consistent with law and board policy.**
- 3. The Superintendent may deviate from administrative regulations for good cause or in case of emergency. However, all deviations must be reported to the Board at the next board meeting.**

## **2.4 MEETINGS**

### **BOARD**

- 1. The Board performs all actions during public board meetings in accordance with local, state, and federal laws.**
- 2. The Board holds all meetings, including executive sessions, in the presence of the Superintendent, or his or her designated administrator, except when the Superintendent's contract and salary are under consideration or when due process requires the Superintendent's absence from the meeting.**
- 3. The Board utilizes executive sessions as permitted by law.**
- 4. The Board establishes the operational procedures for meetings.**
- 5. The board chairman and/or vice-chairman, assists the Superintendent in developing the meeting agenda.**
- 6. The Board requests information from the Superintendent as needed.**

### **SUPERINTENDENT**

- 1. The Superintendent serves as an advisor to the Board during official meetings.**
- 2. The Superintendent ensures compliance with all legal requirements relative to the posting of notices and maintenance of meeting records.**
- 3. The Superintendent ensures that board meetings, including executive sessions, meet the requirements of law.**
- 4. The Superintendent develops the agenda with the assistance of the board chairman and/or vice-chairman.**
- 5. The Superintendent gives the Board as much information as necessary to allow board members to make informed decisions.**
- 6. The Superintendent provides the Board with the agenda and supporting materials in an agreed-upon time frame.**

## **2.5 BUDGET AND FINANCE**

### **BOARD**

- 1. The Board establishes priorities for the financial management of the District.**
- 2. The Board provides the Superintendent with board priorities and parameters for development of the budget.**
- 3. The Board adopts a fiscally responsible budget based upon the District Strategic Plan, and continuously monitors the fiscal health of the District.**
- 4. The Board ensures internal financial controls are in place.**

### **SUPERINTENDENT**

- 1. The Superintendent presents to the Board a detailed budget that is based upon board priorities and parameters.**
- 2. The Superintendent administers the budget assuring all legal requirements are met.**
- 3. The Superintendent takes steps to ensure:**
  - The fiscal condition of the District is consistent with the District Strategic Plan.**
  - The long-term financial health of the District is sound.**
  - The Board is notified when spending significantly deviates from the annual budget adopted by the Board.**
  - The Board's ultimate authority to determine the financial matters of the District is adhered to.**
- 4. The Superintendent ensures that assets are reasonably protected, adequately maintained, and appropriately used.**
- 5. The Superintendent acts as a resource to the Board on all financial matters of the District.**

## **2.6 INSTRUCTION**

### **BOARD**

- 1. The Board establishes the District Strategic Plan.**
- 2. The Board adopts changes to the standards and instructional programs as appropriate to meet district, state, and federal requirements.**
- 3. The Board adopts graduation requirements conforming to district, state, and federal standards.**
- 4. The Board annually reports to the community the status of education in the District.**
- 5. The Board monitors assessments and instructional programs.**
- 6. The Board approves the district calendar.**

### **SUPERINTENDENT**

- 1. The Superintendent is responsible for instructional programs that focus on student learning.**
- 2. The Superintendent provides leadership in meeting the district, state, and federal standards.**
- 3. The Superintendent recommends appropriate promotion standards and methods to measure their attainment.**
- 4. The Superintendent presents information on assessments and instructional programs to support the District Strategic Plan.**
- 5. The Superintendent recommends instructional materials which support the District Strategic Plan.**
- 6. The Superintendent prepares and recommends a district calendar.**

## **2.7 PERSONNEL**

### **BOARD**

- 1. The Board employs, regularly monitors, and evaluates the Superintendent.**
- 2. The Board gives direction only to the Superintendent.**
- 3. The Board, only when required by law, participates in disciplining employees other than the Superintendent.**
- 4. The Board employs certified and educational support personnel only after consideration of the recommendation of the Superintendent.**
- 5. The Board in dealing with personnel complaints or concerns, adheres to the chain of command of the District.**
- 6. The Board acts upon personnel matters only after consideration of the Superintendent's recommendations.**

### **SUPERINTENDENT**

- 1. The Superintendent has authority over district staff members, and those staff members shall be accountable to the Superintendent.**
- 2. The Superintendent makes a recommendation to the Board regarding the employment of all administrative staff, educational support staff, and certified staff.**
- 3. The Superintendent establishes job descriptions, assigns staff, and establishes a comprehensive evaluation system for all staff.**
- 4. The Superintendent serves as the Board's liaison with staff.**
- 5. The Superintendent makes reasonable background inquiries and checks prior to hiring any personnel or utilizing the services of any volunteer who has unsupervised contact with students.**
- 6. The Superintendent reports to the Board those employees who are under disciplinary plans of assistance.**

## **2.8 COMMUNITY RELATIONS**

### **BOARD**

- 1. The Board holds itself accountable to the citizens of the District by implementing the District Strategic Plan.**
- 2. The Board acquires input from students, staff, parents, and the community, when deemed necessary.**
- 3. The Board maintains an awareness of community values, concerns, and interests.**
- 4. The Board channels all complaints and/or grievances through the chain of command of the District.**

### **SUPERINTENDENT**

- 1. The Superintendent ensures the community is informed of school programs and activities.**
- 2. The Superintendent establishes a working relationship with the news media.**
- 3. The Superintendent makes recommendations to the Board for resolution of complaints not resolved at the administrative level.**
- 4. The Superintendent serves as the Board's liaison for committees.**
- 5. The Superintendent ensures that the District maintains an effective accountability program for all aspects of the District.**

## **2.9 LABOR RELATIONS**

### **BOARD**

- 1. The Board establishes a process for salary discussions for certified and educational support personnel.**
- 2. The Board adopts salary schedules and sets salaries for all employees.**
- 3. The Board is responsible for the Superintendent's contract, salary, and benefits.**

### **SUPERINTENDENT**

- 1. The Superintendent develops and recommends compensation and benefit plans to the Board.**
- 2. The Superintendent provides factual data to the Board and/or salary committee for the adoption of salary schedules.**
- 3. The Superintendent administers contracts and agreements in accordance with all policies and administrative regulations.**

## **2.10 NON-INSTRUCTIONAL STUDENT SERVICES**

### **BOARD**

- 1. The Board focuses the District on learning and achievement for all students while recognizing the whole child.**
- 2. The Board establishes and approves policies for non-instructional services.**

### **SUPERINTENDENT**

- 1. The Superintendent is responsible to create a school environment that is healthy, safe, and promotes learning.**
- 2. The Superintendent develops and implements administrative regulations to maintain appropriate non-instructional services.**
- 3. The Superintendent provides for the direction and supervision of non-instructional student services.**

## **2.11 FACILITIES, TRANSPORTATION, AND NUTRITION SERVICES**

### **BOARD**

- 1. The Board develops policy necessary for governing the use of public buildings, grounds, and equipment.**
- 2. The Board approves the prioritization of construction and building renovation needs of the District.**
- 3. The Board develops policy necessary for governing District transportation and nutrition services.**

### **SUPERINTENDENT**

- 1. The Superintendent implements policy and develops administrative regulations in supervising the use of public buildings, grounds, and equipment.**
- 2. The Superintendent is responsible for the upkeep of facilities and prioritizes long-range plans for preventive maintenance of buildings, grounds and equipment.**
- 3. The Superintendent implements policy and develops administrative regulations in the supervision of the District's transportation and nutrition services.**

## **2.12 BOARD AND SUPERINTENDENT RELATIONSHIPS**

### **BOARD**

- 1. The Board recognizes and supports the distinction between the Board's role and that of the Superintendent.**
- 2. The Board and individual board members avoid interference with the Superintendent's duties.**
- 3. The Board encourages open discussion and diverse opinions in addressing important and sensitive issues.**
- 4. The Board provides regular opportunities for open communication between the Board and the Superintendent.**

### **SUPERINTENDENT**

- 1. The Superintendent interprets, clarifies, and assembles data and provides professional guidance and assistance to the Board.**
- 2. The Superintendent provides recommendations for board action on agenda items when necessary.**
- 3. The Superintendent responds to board requests and directives for information.**
- 4. The Superintendent provides administrative regulations and direction to employees regarding policies.**
- 5. The Superintendent keeps the Board informed of District programs, operations, condition of the schools, and other issues or problems.**
- 6. The Superintendent brings special issues to the attention of the Board in a timely manner.**
- 7. The Superintendent assists the Board in board development leadership training.**

## **2.13 PLANNING**

### **BOARD**

- 1. The Board sets direction for the District by establishing and monitoring the District Strategic Plan.**
- 2. The Board establishes expectations for student achievement and monitors progress toward those expectations.**
- 3. The Board and the Superintendent collaborate on a board self-evaluation.**

### **SUPERINTENDENT**

- 1. The Superintendent provides assistance to the Board in setting direction as they establish the District Strategic Plan.**
- 2. The Superintendent provides assistance to the Board in the establishment of expectations for student achievement.**
- 3. The Superintendent provides assistance to the Board as they regularly monitor progress on expectations.**
- 4. The Superintendent reports progress to the Board on expectations at designated intervals during the year.**

## **2.14 BOARD ORIENTATION OF PROFESSIONAL DEVELOPMENT**

### **BOARD**

- 1. The Board has a process in place to orient newly-elected or appointed board members, which includes at least the following:**
  - Detailing the differences in responsibilities between the Board and administration**
  - Explaining the District Strategic Plan for the Board and the Superintendent team**
  - Explaining the educational relationships and chains of command**
  - Explaining Leadership Governance.**
- 2. The Board stays informed and promotes its own professional development.**
- 3. The Board accesses training opportunities such as conferences, workshops, training sessions, and professional and educational material.**
- 4. The Board uses data, research, and consulting services as needed.**

### **SUPERINTENDENT**

- 1. The Superintendent assists the Board in establishing a process to orient newly-elected or appointed board members.**
- 2. The Superintendent provides the Board with updates on professional development, conferences, and workshops.**
- 3. The Superintendent provides the Board with relevant data and research as appropriate.**