

1 **6110R ADMINISTRATION**

2 Board Superintendent

3 **The Board Shall:**

- 4 a) Select the superintendent and delegate to him/her all necessary administrative powers.
- 5 b) Adopt policies for the operations of the school system and review administrative procedures.
- 6 c) Approve a statement of goals reflecting the philosophy of the District and adopt annual objectives
7 for improvement of the District.
- 8 d) Approve courses of study.
- 9 e) Approve textbooks and other instructional materials.
- 10 f) Approve the annual budget.
- 11 g) Employ certified and classified staff, in its discretion, upon recommendation of the
12 Superintendent.
- 13 h) Authorize the allocation of certificated and classified staff.
- 14 i) Approve as required by law contracts for construction, remodeling, or maintenance.
- 15 j) Approve payment of vouchers and payroll.
- 16 k) Approve proposed major changes of school plant and facilities.
- 17 l) Approve collective bargaining agreements.
- 18 m) Assure appropriate criteria and processes for evaluating staff.
- 19 n) Appoint citizens and staff to serve on special Board committees, if necessary.
- 20 o) Conduct regular meetings.
- 21 p) Serve as final arbitrator for staff, citizens and students.
- 22 q) Promptly refer all criticisms, complaints, and suggestions called to its attention to the
23 Superintendent.
- 24 r) Authorize the ongoing professional enrichment of its administrative leader as feasible.
- 25 s) Approve appropriate District expenditures recommended by the Superintendent for the purpose
26 of ongoing District operations.
- 27 t) Perform duties as required by law.

28 **The Superintendent Shall:**

- 29 a) Serve as chief executive officer of the District.

- 1 b) Recommend policies or policy changes to the Board and develop procedures which implement
2 Board policy.
- 3 c) Provide leadership in the development, operation, supervision and evaluation of the educational
4 program.
- 5 d) Recommend courses of study.
- 6 e) Recommend textbooks and other instructional materials.
- 7 f) Formulate a statement of goals reflecting the philosophy of the District and recommend annual
8 objectives for improvement.
- 9 g) Prepare and submit the annual budget.
- 10 h) Recommend staff needs based on student enrollment, direct and assign teachers and other
11 employees of the schools under his/her supervision, reorganize and arrange the administrative
12 and supervisory staff, including instruction and business affairs, as best serves the District, subject
13 to the approval of the Board.
- 14 i) Recommend for board approval as required by law contracts for construction, remodeling or
15 maintenance.
- 16 j) Recommend payment of claims and payroll.
- 17 k) Investigate and make purchases that benefit the most efficient and functional operation of the
18 District.
- 19 l) Prepare reports regarding school plant and facility's needs.
- 20 m) Supervise negotiation and implementation of collective bargaining agreements.
- 21 n) Establish criteria and processes for evaluating staff.
- 22 o) Attend all board meetings and all necessary Board and citizen committee meetings, serve as an
23 ex-officio member of all Board committees and provide administrative recommendations on
24 items of business considered by each of these groups.
- 25 p) Inform the Board of appeals and implement any such forthcoming Board decisions.
- 26 q) Respond and take action on criticism, complaints, and suggestions as appropriate.
- 27 r) May undertake consultative work, speaking engagements, writing, lecturing, or other professional
28 duties and obligations.
- 29 s) Perform duties as required by law.

30 Policy History:

31 Adopted on: July 1, 2000

32 Revised on: June 26, 2017