

COMMENTS TO POLICY REVISION SUGGESTED BY DR. DAWN MARIE BRITTINGHAM

Policy Section 3-1.2

Current Policy

Section 3-1.2. Qualifications and Duties of the Superintendent. — A. The superintendent meets or exceeds the requirements set by the Board of Education.

B. The superintendent annually participates in high-quality professional development activities at the local, state, or national levels, on topics including the Standards of Quality, Board of Education regulations, and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents.

C. Major Duties include the following:

1. As chief executive officer for Suffolk Public Schools, the superintendent

(a) attends School Board meetings.

(b) implements policies of the School Board and ensures that they are posted on the division's website,

(c) reports to the School Board about the status of programs, personnel and the overall operation of Suffolk Public Schools.

(d) recommends actions to the School Board.

(e) facilitates communication between the School Board and school personnel,

(f) assists the School Board chairman in developing agendas of meetings of the School Board, and develops regulations as directed by the School Board.

2. As the educational leader of the school division, the superintendent

(a) supervises the principals and assistant superintendents,

(b) oversees planning and evaluation of curriculum and instruction,

(c) develops for approval by the School Board procedures for adopting textbooks and other instructional materials,

(d) visits schools on a regular basis, and

(e) maintains a current knowledge of developments in curriculum and instruction.

3. The superintendent enforces school laws and regulations, including by

(a) observing such directions and regulations prescribed by the Superintendent of Public Instruction or Board of Education,

(b) reporting information to the Superintendent of Public Instruction as required,

(c) promptly distributing all reports, forms, laws and regulations received from the Superintendent of Public Instruction,

(d) enforcing school laws, regulations and decisions of the Superintendent of Public Instruction and of the Board of Education, and

(e) developing and maintaining procedures, guidelines and regulations to implement School Board policy. If School Board action is required by law or the School Board has specifically asked that certain types of regulations be given prior School Board approval, these procedures, regulations and guidelines are presented to the School Board for approval and, when approved, placed in the School Board policy manual. The administrative procedures, guidelines and regulations are communicated to the staff and made available for their information.

4. The superintendent oversees staff personnel management, including by

(a) organizing recruitment of personnel,

(b) re-assigning personnel in accordance with school board policy,

(c) administering personnel policies and programs,

COMMENTS TO POLICY REVISION SUGGESTED BY DR. DAWN MARIE BRITTINGHAM

Policy Section 3-1.2

(d) the request of the School Board, surveying the school division at least annually to identify critical shortages of teachers and administrative personnel by subject matter, specialized student support positions, and school bus drivers and reporting such critical shortages to the School Board, the Superintendent of Public Instruction, and the Virginia Retirement System. Specialized student support positions include school social workers, school psychologists, school nurses, licensed behavior analysts, licensed assistant behavior analysts, and other licensed health and behavioral positions, which may either be employed by the School Board or provided through contracted services;

(e) supervising the evaluation of personnel,

(f) providing for maintenance of up-to-date job descriptions for all personnel, and

(g) annually designating a division employee as the division safety official whose duty it is to receive reports pursuant to subsection A of Va. Code §§ 19.2-83.1, 19.2-291.1, and 19.2-299.3 and including such designation in the collated packet of school safety audits submitted to the Virginia Center for School and Campus Safety. The designation includes updated contact information for the division safety official, including (i) a current mailing address, (ii) a current working daytime phone number, (iii) a current functional email address, and (iv) a current functional fax number. The superintendent updates this contact information within 48 hours of any change to such information.

5. The superintendent oversees facility management, including by

(a) preparing long-and short-range plans for facilities and sites,

(b) providing for the maintenance of school property and safety of personnel and property,

(c) inspecting, or providing for the inspection of school property on a regular basis,

(d) overseeing the utilization of school property,

(e) monitoring any construction, renovation and demolition of school facilities,

(f) representing Suffolk Public Schools before local or state agencies which control building requirements or provide financing for buildings, and

(g) closing public school buildings which appear to be unfit for occupancy.

6. The superintendent oversees financial management by

(a) preparing the budget for School Board approval,

(b) ensuring that expenditures are within the limits approved by the School Board,

(c) reporting to the School Board on the financial condition of Suffolk Public Schools,

(d) establishing procedures for procurement of equipment and supplies, and

(e) Ensuring that an accurate record of all receipts and disbursements of school funds is kept.

7. The superintendent directs community relations activities including by

(a) articulating educational programs and needs to the community,

(b) responding to concerns expressed in the community,

(c) maintaining contact with the news media,

(d) participating in community affairs, and

(e) involving the community in planning and problem solving for Suffolk Public Schools.

8. The superintendent oversees pupil personnel services by

(a) monitoring pupil personnel services,

COMMENTS TO POLICY REVISION SUGGESTED BY DR. DAWN MARIE BRITTINGHAM

Policy Section 3-1.2

- (b) providing for an adequate pupil record system,
- (c) implementing policies and programs relating to the behavior and discipline of pupils,
- (d) maintaining programs for the health and safety of pupils, and
- (e) facilitating communication between Suffolk Public Schools and community agencies.

Suggested Policy Revision

Section 3-1.2. Qualifications, Role, Responsibilities, and Duties of the

Superintendent. — A. The superintendent meets or exceeds the requirements set by the Board of Education.

A. Qualifications

The superintendent shall meet or exceed the qualifications and licensure requirements established by the Virginia Board of Education for division superintendents. The superintendent shall maintain such licensure in good standing and shall engage annually in professional development consistent with the requirements of the Virginia Board of Education and applicable provisions of the Code of Virginia and the Virginia Administrative Code.

Legal Authority — Virginia Code §§ 22.1-58, 22.1-59, 22.1-60.1; 8VAC20-23-630.

B. Role

~~The superintendent annually participates in high-quality professional development activities at the local, state, or national levels, on topics including the Standards of Quality, Board of Education regulations, and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents.~~ The superintendent serves as the chief executive officer of Suffolk Public Schools and is responsible for the administration and supervision of the school division in accordance with applicable law and School Board policy. The superintendent implements the policies of the School Board, attends and participates in School Board meetings unless excused, and performs such duties as prescribed by the Code of Virginia, the Virginia Board of Education, and the School Board. The superintendent shall ensure that the operations of the school division comply with applicable state and federal laws and regulations and shall support the School Board in the development and execution of its governance responsibilities.

Legal Authority — Virginia Code §§ 22.1-68, 22.1-69, 22.1-70; 8VAC20-390-70.

C. Responsibilities

The superintendent's responsibilities shall be carried out in accordance with the eight performance standards adopted by the Virginia Board of Education in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents (March 2022).

1. Strategic Leadership: The superintendent creates, monitors, and facilitates the process of strategic improvement, and seeks to ensure the division's mission, vision, and goals are fulfilled in a manner that enables all students to be career and college ready and globally competitive. § 22.1-253.13:6 (SOQ Standard 6), § 22.1-253.13:3 (SOQ Standard 3), 8VAC20-132 (Standards of Accreditation)

2. Planning and Assessment: The superintendent strategically gathers, analyzes, and uses a variety of data to guide planning and decision making consistent with established guidelines, policies, and procedures that result in student academic progress and improved student outcomes. § 22.1-253.13:6 (SOQ Standard 6), § 22.1-253.13:8 (SOQ Standard 8, Compliance Reporting), 8VAC20-132

3. Instructional Leadership: The superintendent fosters the success of all teachers, staff, division leaders, and students by ensuring the development, communication, implementation, and evaluation of instructional systems that promote high student achievement and professional development and growth for staff. § 22.1-253.13:1 (SOQ Standard 1), 8VAC20-390-80, 8VAC20-390-90, § 22.1-253.13:5 (SOQ Standard 5)

COMMENTS TO POLICY REVISION SUGGESTED BY DR. DAWN MARIE BRITTINGHAM

Policy Section 3-1.2

4. Organizational Leadership and Resource Management: The superintendent fosters the safety and success of all teachers, staff, division leaders, and students by supporting, managing, and evaluating the division's organization, operation, and use of resources. § 22.1-68, § 22.1-70, § 22.1-253.13:8 (SOQ Standard 8), 8VAC20-390-50, 8VAC-390-210-10

5. Communication and Community Relations: The superintendent fosters the success of all students through proactive, responsive, and professional communication with the board, staff, families, and other stakeholders. 8VAC20-390-70, 8VAC20-390-110, § 22.1-69

6. Culturally Responsive and Equitable Division Leadership: The superintendent establishes and implements division goals, priorities, and strategies centered in equity and culturally responsive practices to support achievement for all students. § 22.1-253.13:6 (SOQ Standard 6), § 22.1-253.13:5 (SOQ Standard 5), 8VAC20-390-70

7. Professionalism: The superintendent fosters the success of teachers, staff, and students by demonstrating behavior consistent with legal, ethical, and professional standards, engaging in continuous professional development, and contributing to the profession. § 22.1-60.1, 8VAC20-23-630, § 22.1-69

8. Division-wide Academic Achievement: The superintendent's leadership results in acceptable, measurable, and appropriate division-wide student academic progress based on established standards. § 22.1-253.13:3 (SOQ Standard 3), § 22.1-253.13:6 (SOQ Standard 6), § 22.1-253.13:5 (SOQ Standard 5), 8VAC20-132.

The superintendent performs these responsibilities in accordance with applicable state laws, regulations of the Virginia Board of Education and policies of the school board. Nothing in this policy is intended to limit the superintendent's duties required by Virginia law or assigned by the school board.

D. Evaluation

The School Board shall conduct a formal annual evaluation of the superintendent in accordance with § 22.1-60.1 of the Code of Virginia and the Virginia Board of Education's Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents (March 2022). The evaluation shall be based on the eight performance standards set forth in subsection C of this policy and shall measure the superintendent's performance in meeting the responsibilities and achieving the outcomes associated with those standards. Informal evaluations may occur at any time during the year.

Legal Authority: § 22.1-60.1, Virginia Board of Education's Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents

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COMMENTS TO POLICY REVISION SUGGESTED BY DR. DAWN MARIE BRITTINGHAM

Policy Section 3-1.2

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COMMENTS TO POLICY REVISION SUGGESTED BY DR. DAWN MARIE BRITTINGHAM

Policy Section 3-1.2

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Rationale for Revision

The superintendent's role and evaluation criteria have been aligned with the Virginia Board of Education's performance standards, ensuring consistency with statewide expectations while maintaining local Board authority.
Rationale for removing the Major Duties: Key duties of the superintendent are embedded in Virginia Department of Education's evaluation tools.

Attorney Comments

To delete language requiring the superintendent to participate in high-quality professional development would run afoul of the SOQ found at Virginia Code Section 22.1-23.13:5, subsection E. Also, Section 5.9 of the superintendent term contract requires active participation in appropriate professional meetings, seminars, conferences, or courses at the local, regional, state, and national level.

Virginia Code Section 60.1 requires that school superintendent be evaluated based on standards set forth in Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators, and Superintendents as required by Section 22.1-253.13:5. However, the Performance Standards are broad statements regarding the expectations of the school superintendent. Whereas, the major duties are very specific in nature detailing specifically what the school superintendent is expected to do. For example, the responsibility to assist the chair in preparing the meeting agenda or visiting schools on a regular basis. The Board may not want to delete the major duties of the school superintendent from the policy of the school board because it lays out objective criteria by which the performance of the superintendent can be measured.