

## **The Board/Superintendent Relationship**

### **Purpose**

This policy establishes the professional relationship of the Board of Directors and the Superintendent, including delegation of duties, communication responsibilities and performance evaluations.

### **Scope**

This policy applies to the Board of Directors, Superintendent, employees, students, parents and guardians, and the community.

### **Policy**

#### **1. WORKING RELATIONS**

- 1.1. The successful operation of Valley School District requires a close, effective working relationship between the Board and the Superintendent. The relationship must be one of trust, goodwill and candor.
- 1.2. The Superintendent will work with the Board as a “governance team” and assure collective responsibility for building a unity of purpose within the bounds of the district’s educational and operational philosophies, mission, and principles, and communicate that common vision to create a positive organizational culture.

#### **2. DELEGATION OF DUTIES**

- 2.1. As the legally designated governing body, the Board retains final authority within the district. The Board exercises powers expressly required and implied by law. The Board delegates to the Superintendent the administration of the school district in all its aspects, including execution of all decisions made by the Board affecting district operations. The Superintendent is directly responsible to the Board for all matters and functions of the district.
- 2.2. The Superintendent, as the chief executive officer of the district, provides the initiative, leadership and technical guidance for the school system. The Superintendent is responsible for carrying out all rules and regulations in accordance with applicable state and federal laws, and will develop and implement such internal controls, rules and procedures as may be necessary to make the goals and policies adopted by the Board effective.
- 2.3. Unless specifically limited, the Superintendent may delegate to other staff the exercise of any powers and the discharge of any duties imposed by district policy or a vote of the Board. The delegation of power or duty does not relieve the Superintendent of responsibility for the actions taken under such a delegation.

#### **3. COMMUNICATION**

- 3.1. In order to perform their responsibilities, Board members must be familiar with the operations within district schools and programs. The Superintendent is the Board’s

professional consultant and advisor, and in this capacity he/she will establish communication procedures which will enhance the Board members' understanding of educational and operational programs and cultures, and provide guidance to the Board to assist in collaborative decision-making.

- 3.2. The Superintendent is responsible for developing a means of keeping the community informed about school and district matters. He/she will serve as a representative of the district before the public, communicating openly with trust and integrity with employees, students, families, citizens, and business and organizational entities.
- 3.3. The Superintendent will serve as a liaison between the Board and staff. All communications or reports to the Board or individual Board members from staff should be submitted through the Superintendent as appropriate. All official communications, policies, and directives of staff interest and concern will be communicated to employees through the Superintendent.

#### **4. ENGAGEMENT OF A SUPERINTENDENT**

- 4.1. The Board's authority to employ a Superintendent is set forth in RCW 28A.400.010. The candidate selected as Superintendent will exhibit the qualifications and attributes as determined by the Board, either solely or in collaboration with the school district staff and community, and as presented in the position announcement.
- 4.2. The Board will elect the Superintendent for a term of not more than three (3) years when deemed in the best interest of the district. If at any time, in the opinion of the majority of the Board, the Superintendent's services are not satisfactory, he/she will be notified in writing and given reasonable opportunity to correct the conditions. The right to renew, extend or terminate a contract of employment with the Superintendent rests solely with the discretion of the Board of Directors.

#### **5. EVALUATION OF THE SUPERINTENDENT**

- 5.1. The Board of Directors will establish the evaluative criteria and is responsible for evaluating the performance of the Superintendent based on clear and focused expectations.
- 5.2. The evaluative criteria may include, but not be limited to, the categories listed in RCW 28A.405.100, and other standards summarized as follows:
  - (a) Community perception and relations with the Board, state and local agencies and neighboring districts.
  - (b) Administration and management of personnel, fiscal, facility and program operations.
  - (c) Educational program development and delivery.
  - (d) Knowledge of, experience in, and training in recognizing good professional performance, capabilities, and development.

- (e) Professional preparation and scholarship, and effort toward improvement when needed.
  - (f) Leadership and service to the district.
- 5.3. The Superintendent and the Board will have at least two (2) confidential, working conferences each year, the purpose of which will be aiding the Superintendent in his/her performance. On the basis of periodic evaluations, the Board will determine the status of the Superintendent's performance, improvement goals, and future employment with the district, subject to the conditions expressed in his/her contract.
- 5.3.1. On or before February 1<sup>st</sup> of each year, the Board will provide to the Superintendent a Midyear Confidence Evaluation, relating the status of his/her contract.
  - 5.3.2. On or before July 1<sup>st</sup> of each year, the Board will conduct a formal, written performance evaluation and assessment, using a mutually agreed upon format, which will be reasonably related to the position description and the goals and objectives of the district for the year in question.

**Related Procedures**

1312P1-Policy and Procedure Development Guidelines

**Policy Cross References**

1220-Board Officers and Duties of Individual Board Members

1312-Adoption and Amendment of Policies

1633-Superintendent Duties and Responsibilities

**Policy Legal References**

RCW 28A.320.010 – Corporate powers

RCW 28A.330.050 – Duties of superintendent as secretary of the board

RCW 28A.400.010 – Employment of superintendent — Superintendent's qualifications, general powers, term, contract renewal

RCW 28A.400.030 – Superintendent's duties

RCW 28A.405.100 – Minimum criteria for the evaluation of certificated employees—Revised four-level evaluation systems for classroom teachers and for principals—Procedures—Steering committee—Models—Implementation—Reports

**Management Resources**

*Policy & Legal News*, February 2013

**Policy History**

<b>Action:</b>	<b>Date:</b>
Approved by the Board	March 21, 2018

Revised	
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Revised	

Previous Policy Numbers: 3008, 1621, 1630