The Board of Trustees recognizes that district administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to schools as well as the responsible management of district resources and personnel.

(cf. 3100 - Budget)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4300 - Management, Supervisory and Confidential Personnel)
(cf. 4331 - Staff Development)

The Board expects district administration to provide leadership in developing and implementing the district's vision and goals for the educational program and in evaluating and reporting on the district's progress toward that vision. District administration is expected to help shape the culture and environment of the district in a manner that instills confidence in district schools, encourages positive relationships with the community, and focuses district operations on enhancing student achievement.

(cf. 0000 - Vision)
(cf. 0500 - Accountability)
(cf. 6020 - Parent Involvement)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 7000 - Concepts and Roles)

The Superintendent is the chief executive officer and educational leader of the district. As a member of the governance team, he/she shall advise and assist the Board in the exercise of its governance responsibilities.

(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 2111 - Superintendent Governance Standards)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9311 - Board Policies)

The Superintendent is granted the authority to make decisions concerning district operations within the parameters of law and Board policy. He/she shall be responsible for developing administrative structures and decision-making processes that allow the district to fulfill its responsibilities in an efficient manner. The Superintendent may delegate to other district staff any duties imposed upon him/her by the Board. This delegation shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2210 - Administrative Leeway in Absence of Board of Trustees Policy)
(cf. 2220 - Administrative Staff Organization)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 4300 - Management, Supervisory and Confidential Personnel)
(cf. 4315 - Evaluation/Supervision)
(cf. 9313 - Administrative Regulations)

Legal Reference: (see next page)
CONCEPTS AND ROLES (continued)

Legal Reference:

EducatioN Code
35020 Duties of employees fixed by governing board
35026 Employment of district superintendent by certain district
35028 Qualifications for employment
35029 Waiver of credential requirements
35031 Term of employment
35033 District superintendent for certain districts
35034 District superintendent of certain districts
35035 Powers and duties of superintendent
35160 Authority of governing boards
35160.1 Broad authority of school districts
35161 Powers and duties generally

Management Resources:

CSBA PUBLICATIONS
Maximizing School Board Leadership: Human Resources, 1996

WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
American Association of School Administrators: http://www.aasa.org
SUPERINTENDENT RESPONSIBILITIES AND DUTIES

The Board of Trustees desires to set clear expectations of the Superintendent's responsibilities and duties in order to establish a productive working relationship with the Superintendent, ensure that the work of the Superintendent is focused on achievement of the district's vision and goals, and provide a fair basis for holding the Superintendent accountable. The responsibilities are detailed in law, Board policy and the Superintendent's contract.

(cf. 0000 - Vision)
(cf. 2000 - Concepts and Roles)
(cf. 2111 - Superintendent Governance Standards)
(cf. 2121 - Superintendent's Contract)
(cf. 2140 - Evaluation of the Superintendent)

As the chief executive officer of the district, the Superintendent shall implement all Board decisions and manage the schools in accordance with law and Board policies. The Superintendent has responsibilities related to students and the instructional program, personnel, noninstructional operations, and the community. The Superintendent also serves as a member of the district's governance team and has responsibilities to support Board operations and decision making.

(cf. 2210 - Administrative Leeway in Absence of Board of Trustees Policy)
(cf. 9000 - Role of the Board)

The Superintendent may delegate any of his/her responsibilities and duties to other district staff but remains accountable to the Board for all areas of operation under the Superintendent's authority.

(cf. 2220 - Administrative Staff Organization)

Legal Reference:

EDUCATION CODE
17604 Delegation of powers to agents
17605 Delegation of authority to purchase supplies, equipment and services
35020 Duties of employees set by governing board
35026 Employment and duties of district superintendent
35035 Additional powers and duties of superintendent
48900 Authority of superintendent to recommend suspension or expulsion

Management Resources:

CSBA PUBLICATIONS
Maximizing School Board Leadership, 1996

WEB SITES
CSBA:  http://www.csba.org
ACSA:  http://www.acsa.org

Policy
adopted:  June 23, 2005

ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT
Acton, California
SUPERINTENDENT GOVERNANCE STANDARDS

The Board of Trustees recognizes that effective district governance requires strong collaboration and teamwork with the Superintendent. Because the Board and Superintendent each have their unique roles and responsibilities, both contribute to the responsible governance of the district and the quality of education provided to the community's students.

(cf. 2000 - Concepts and Roles)
(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)

The Superintendent is expected to hold himself/herself to the highest standards of ethical conduct and professionalism.

To support the Board in the governance of the district, the Superintendent:

1. Promotes the success of all students and supports the efforts of the Board to keep the district focused on learning and achievement
2. Values, advocates and supports public education and all stakeholders
3. Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents/guardians and the community - and ensures that the diverse range of views inform Board decisions
4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior
5. Serves as a model for the value of lifelong learning and supports the Board's continuous professional development

(cf. 9240 - Board Development)
6. Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture

(cf. 0000 - Vision)
7. Recognizes that the Board/Superintendent governance relationship is supported by the management team in the district
8. Understands the distinctions between Board and staff roles, and respects the role of the Board as the representative of the community
9. Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole
SUPERINTENDENT GOVERNANCE STANDARDS (continued)

10. Communicates openly with trust and integrity, including providing all members of the Board with equal access to information and recognizing the importance of both responsive and anticipatory communications.

11. Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district.

Legal Reference:

EDUCATION CODE
35020 Duties of employees set by governing board

Management Resources:

CSBA PUBLICATIONS
Superintendent Governance Standards, 2001
CSBA Professional Governance Standards, 2000

AASA PUBLICATIONS
Professional Standards for the Superintendency, 1993

WEB SITES
CSBA: http://www.csba.org
ACSA: http://www.acsa.org
American Association of School Administrators: http://www.aasa.org
SUPERINTENDENT RECRUITMENT AND SELECTION

The Board of Trustees recognizes that it has a direct responsibility to select and employ the Superintendent. Whenever it becomes necessary for the Board to fill a vacancy in the position of Superintendent, the Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with district needs.

(cf. 2000 - Concepts and Roles)
(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 2111 - Superintendent Governance Standards)
(cf. 9000 - Role of the Board)

The Board shall establish and implement a search and selection process that includes consideration of:

1. The district's current and long-term needs, including a review of the district's vision and goals

(cf. 0000 - Vision
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)

2. The desired characteristics of a new Superintendent, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Board wants to place on different abilities, traits and levels of knowledge

3. The scope of the search, including whether to promote from within the district or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search

4. The salary range and benefits to be offered

5. Basic elements to be included in the Superintendent's contract

6. Whether to hire a professional adviser to facilitate the process

7. How and when to involve the community in certain phases of the selection process

(cf. 1000 - Concepts and Roles)
(cf. 1220 - Citizen Advisory Committees)

8. The best methods for advertising the vacancy and recruiting qualified candidates

9. The process for screening applications and determining how the screener(s) will be selected
SUPERINTENDENT RECRUITMENT AND SELECTION  (continued)

10. Interview questions, processes and participants

11. How and when candidates' qualifications will be verified through reference checks

(cf. 4112.5/4312.5 - Criminal Record Check)

12. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership

Even if a professional adviser is used to facilitate the process, the Board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Board shall select candidates to be interviewed based on recommendations of the screener(s) and the Board's own assessment of how candidates meet the criteria established by the Board.

The Board shall interview preliminary and final candidates in closed session and determine the most likely match for the district. (Government Code 54957)

The selected candidate shall hold both a valid school administration certificate and a valid teacher's certificate. The Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427. (Education Code 35028, 35029, 35029.1)

Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current district, as appropriate, to obtain verification of his/her qualifications.

The Board shall deliberate in closed session to affirm the selection of the candidate and shall report the selection in open session. (Government Code 54957)

(cf. 2121 - Superintendent's Contract)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

The Board shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
SUPERINTENDENT RECRUITMENT AND SELECTION  (continued)

As necessary, the Board may appoint an interim superintendent to manage the district during the selection process.

Legal Reference:

EDUCATION CODE
220  Prohibition of discrimination
35026  Employment of superintendent by board
35028  Certification
35029-35029.1  Waiver of credential requirement
35031  Term of employment
44420-44440  Revocation and suspension of certification documents

GOVERNMENT CODE
11135  Unlawful discrimination
12900-12996  California Fair Employment and Housing Act
53260-53264  Employment contracts
54954  Time and place of regular meetings
54957  Closed session personnel matters
54957.1  Closed session, public report of action taken

CODE OF REGULATIONS, TITLE 2
7287.6  Terms, conditions and privileges of employment

UNITED STATES CODE, TITLE 29
794  Section 504 of the Vocational Education Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42
2000d-2000d-7  Title VI, Civil Rights Act of 1964
2000e-2000e-17  Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6  Title IX, 1972 Education Act Amendments
12101-12213  Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190  Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34
100.6  Compliance information
106.9  Dissemination of nondiscrimination policy

Management Resources:

CSBA PUBLICATIONS
Maximizing School Board Leadership: Human Resources, 1996

WEB SITES
CSBA: http://www.csba.org
ACSA: http://www.acsa.org
Office of Civil Rights: http://www.ed.gov/offices/OCR
Department of Fair Employment and Housing: http://www.dfeh.ca.gov
SUPERINTENDENT'S CONTRACT

In approving employment contracts with the Superintendent, the Board of Trustees wishes to encourage the Superintendent's long-term commitment to the district and community while carefully considering the financial and legal implications of the contract in order to protect the district from any potentially adverse obligations.

(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 4312.1 - Contracts)
(cf. 9000 - Role of the Board)

The Board shall designate a representative to negotiate with the Superintendent on its behalf and shall consult legal counsel to draft the contract document.

The Board shall deliberate in closed session about the terms of the contract. (Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Terms of the contract shall remain confidential until the ratification process commences.

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board shall ratify the Superintendent's contract in an open meeting, which shall be reflected in the Board's minutes. Copies of the contract shall be available to the public upon request. (Government Code 53262)

(cf. 3580 - District Records)

The contract shall include, but not be limited to, provisions for salary and benefits, annual evaluations, term of the contract, and conditions for termination of the contract. The contract should also include general responsibilities and duties of the Superintendent.

(cf. 2110 - Superintendent Responsibilities and Duties)

The term of the contract shall be for no more than four years. (Education Code 35031)

During the term of the contract, the Board may reemploy the Superintendent on those terms and conditions mutually agreed upon by the Board and Superintendent. (Education Code 35031)

The Superintendent's contract shall be extended only by Board action and subsequent to a satisfactory evaluation of the Superintendent's performance.

(cf. 2140 - Evaluation of the Superintendent)
SUPERINTENDENT'S CONTRACT (continued)

In the event that the Board determines not to reemploy the Superintendent, the Board shall provide written notice to the Superintendent at least 60 days in advance of the expiration of the term of the contract. (Education Code 35031)

The Superintendent's contract shall include a provision specifying the maximum cash settlement that the Superintendent may receive upon termination of the contract. However, if the unexpired term of the contract is greater than 18 months, the maximum cash settlement shall be no more than the Superintendent’s monthly salary multiplied by 18. The cash settlement shall not include any noncash items other than health benefits, which may be continued for the unexpired term of the contract up to 18 months or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

If the Board terminates the Superintendent’s contract upon its belief and subsequent confirmation pursuant to an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal practices, the maximum settlement shall be within the limits prescribed by law, as determined by an administrative law judge. (Government Code 53260)

Legal Reference:
EDUCATION CODE
35031 Term of employment
41325-41329.3 Conditions of emergency apportionment
GOVERNMENT CODE
53260-53264 Employment contracts
54954 Time and place of regular meetings
54957 Closed session personnel matters
54957.1 Closed session, public report of action taken

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Governance: Superintendent Selection and Employment, 2004
WEB SITES
CSBA, Single District Governance Services: http://www.csba.org/sds
Association of California School Administrators: http://www.acsa.org

Policy
ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT
adopted: June 23, 2005
Acton, California
EVALUATION OF THE SUPERINTENDENT

The Board of Trustees shall annually conduct a formal evaluation of the Superintendent’s performance in order to assess his/her effectiveness in leading the district toward established goals. The Board and Superintendent shall establish an appropriate schedule for the annual evaluation process.

(cf. 0000 - Vision)
(cf. 2121 - Superintendent's Contract)
(cf. 9000 - Role of the Board)

Evaluation criteria shall be based on district goals and success indicators agreed upon by the Board and Superintendent prior to the evaluation. The evaluation shall provide commendations in areas of strength, provide recommendations for improving effectiveness, and serve as a basis for making decisions about salary increases and/or contract extension.

(cf. 2110 - Superintendent Responsibilities and Duties)

The Board and Superintendent shall annually consider what evaluation method(s) will best serve the district and agree on the specific written instrument to be used.

Prior to the evaluation, the Superintendent shall be responsible for preparing and distributing to the Board for its review a report of progress toward district goals, the Superintendent’s self-appraisal of accomplishments and performance, and a review of action taken to address any Board recommendations from the previous evaluation. The Board shall also review the Superintendent’s current contract and any relevant Board policies.

Each Board member shall independently evaluate the Superintendent’s performance. The Board shall determine who will summarize and combine the individual evaluations to create a consensus document and how that consensus document will be formatted. The evaluation shall be a composite of individual Board members’ opinions, but there shall be only one final evaluation representing the Board’s collective judgment. This final evaluation shall be provided to the Superintendent for his/her response.

The Board shall meet in closed session with the Superintendent to discuss the evaluation. (Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agendas)

The Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance or district progress.

The Board president and Superintendent shall sign the evaluation as evidence that the evaluation has been discussed. The Superintendent shall place the evaluation in his/her personnel file.
EVALUATION OF THE SUPERINTENDENT  (continued)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

After each evaluation has been completed, the Board shall meet in open session to give the Board and Superintendent an opportunity to jointly identify performance goals for the next year.

(cf. 2111 - Superintendent Governance Standards)
(cf. 9005 - Governance Standards)
(cf. 9400 - Board Self-Evaluation)

Legal Reference:
GOVERNMENT CODE
54957  Closed session, personnel matters

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Governance: Superintendent Evaluation, 2004
WEB SITES
Association of California School Administrators: http://www.acsa.org
CSBA, Single District Governance Services: http://www.csba.org/sds
ADMINISTRATIVE LEEWAY IN ABSENCE OF GOVERNING BOARD POLICY

Through Board of Trustees policy, the Board tries to anticipate critical policy issues that may affect district students and operations. However, the Board recognizes that questions may arise in the day-to-day operations of the schools that are not addressed in Board policy or administrative regulations. When resolution of such issues demands timely action, the Superintendent or designee shall have the authority to act on behalf of the district.

(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 9000 - Role of the Board)
(cf. 9311 - Board Policies)

If the matter involves a policy decision that is likely to be controversial, or a matter that has a significant impact on student learning or safety, the Superintendent or designee shall notify the Board president as soon as practicable after its occurrence. The Board president shall then inform the Board as appropriate.

The Board president may schedule a review of the action at the next regular Board meeting.

If the action indicates the need for additions or revisions in Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.

Legal Reference:
EDUCATION CODE
35035 Powers and duties of superintendent
ADMINISTRATIVE STAFF ORGANIZATION

The Superintendent shall organize the administrative staff in a manner that best supports the educational program through efficient operations, effective communications and direct assistance to schools.

(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 4300 - Management, Supervisory and Confidential Personnel)

The Superintendent shall maintain a current district organization chart which designates lines of primary responsibility and the relationships between all district positions. Lines of responsibility shall in no way prevent staff members at all levels from collaborating, communicating and cooperating to develop the best possible programs and provide efficient services.

The Superintendent or designee may adjust staff responsibilities temporarily or permanently as needed to accommodate the workload and/or individual capabilities.

Legal Reference:
EDUCATION CODE
35010 Control of district; prescription and enforcement of rules
35020 Duties of employees fixed by governing board
35035 Powers and duties of superintendent

Management Resources:
WEB SITES
CSBA:  http://www.csba.org
ACSA:  http://www.acsa.org
The Board of Trustees believes that broad input on district operations and policy from staff, parents/guardians, students and members of the public can provide the district with a diversity of viewpoints and expertise, help build a sense of ownership of the schools, enhance district efficiency and assist district communications. As desired, the Superintendent or designee may establish a management team, administrative councils, task forces, cabinets or committees in accordance with law.

(cf. 1220 - Citizen Advisory Committees)  
(cf. 2220 - Administrative Staff Organization)

The membership, composition and responsibilities of these groups shall be defined by the Superintendent or designee. The Superintendent or designee may establish, change or dissolve these groups at his/her discretion.

Groups established by the Superintendent or designee shall act in an advisory capacity unless specifically authorized to act on behalf of the Superintendent or designee. Advisory groups shall submit their recommendations to the Superintendent or designee, who may report the recommendations to the Board as appropriate.

(cf. 9130 - Board Committees)

Expenses incurred for consulting services, materials, travel or other related operations shall be approved by the Superintendent or designee in advance.

(cf. 3350 - Travel Expenses)

Legal Reference:

EDUCATION CODE
35160.1 Broad authority of school districts
45100.5 Senior classified management positions
45256.5 Designation of certain senior classified management positions

GOVERNMENT CODE
3540.1 Definitions
54952 Legislative body, definition