

ADMINISTRATION

Superintendent-Board Relations (Expectations)

1. Operations

- 1.1 The superintendent will prepare packets of information for board members prior to meetings.
- 1.2 The superintendent will keep the board informed in a timely manner on all key issues and seek input when appropriate.
- 1.3 The superintendent will bring recommendations to the board for their consideration and approval.
- 1.4 The superintendent will honor confidentiality.
- 1.5 Based on the vision for the district, the superintendent will be responsible for developing district policies for board review and adoption and implementing policies which have been adopted; superintendent will be responsible for developing procedures for district policies.
- 1.6 The superintendent will be responsible for ongoing relevant self development as well as assist with board development.
- 1.7 The superintendent will provide an orientation for board members.
- 1.8 The superintendent will keep the board informed to minimize surprises.
- 1.9 The superintendent will perform all duties as prescribed by law, as well as oversee legal obligations of the board.
- 1.10 The superintendent will respect the differences between the administrative role and policy setting role.
- 1.11 The superintendent will be available to meet with board members when needed.
- 1.12 The superintendent will provide leadership continually.
- 1.13 The superintendent will evaluate him/herself with input from the board based on predetermined expectations and timeline.
- 1.14 The superintendent and the board will demonstrate their respect and integrity for each other.
- 1.15 The superintendent and board will function as a team as they model the philosophy that there be effective teamwork at all levels of the organization.

1.16 The superintendent will provide leadership for the board/superintendent team, as well as the organization at large.

2. Communications

2.1 The superintendent will communicate honestly, openly and timely with the board, including each other.

2.2 The superintendent will communicate the district vision as well as his/her goals, decisions and actions with community-at-large.

2.3 The superintendent will seek out and make his/herself available to receive feedback from the community.

2.4 The superintendent will follow through with referrals from the board; refer community members to the appropriate person and resolve issues at the appropriate level of the organization.

2.5 The superintendent will summarize their discussions and decisions prior to leaving a meeting.

3. Decision Making

3.1 The superintendent will provide rationale and explanations for recommendations, as well as answer any questions board members may have regarding the recommendations.

3.2 The superintendent will listen open-mindedly and accept and respect differences of opinion.

3.3 The superintendent has the responsibility to support board decisions and is responsible for their implementations.

3.4 The superintendent will make recommendations and decisions based on facts and data with appropriate involvement of people affected and by the decisions.

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