

LOMA PRIETA JOINT UNION ELEMENTARY SCHOOL DISTRICT

ADMINISTRATION

Section 2000

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LOMA PRIETA JOINT UNION ELEMENTARY SCHOOL DISTRICT

ADMINISTRATION

Policy No.: 2000

Basic Policy

Board Adopted: 3/13/02

Board Revised: 9/12/07

Within the guidelines established by Board policy, law, and employee agreements, the Superintendent of the Loma Prieta Joint Union Elementary School District shall direct the administrative staff in realizing the educational philosophy, goals, and general objectives adopted by the Board of Trustees.

The Board requires the administration to provide effective leadership and to demonstrate the capacity for quality educational leadership. Accordingly, the Board expects the administration to demonstrate competency with regard to the following:

1. Conflict resolution
2. Communication
3. Decision-making
4. Evaluation
5. Organization
6. Public relations

The Superintendent is encouraged to endorse the management team concept and to conduct the operations of the District in accordance with that concept.

LOMA PRIETA JOINT UNION ELEMENTARY SCHOOL DISTRICT

ADMINISTRATION

Policy No.: 2001

Concepts and Roles

Board Adopted: 3/13/02

Board Revised: 9/12/07

The Board of Trustees expects the administration to promote the creation of the best possible educational program and to maintain an environment conducive to learning. The Superintendent shall provide the vision and educational leadership in the effort and shall give top priority to meeting the needs of all students and actively helping teachers raise academic achievement.

The Superintendent shall develop decision-making processes which are responsive to the school community and to the specific needs of individual students. He/she shall provide means by which staff, students and parents/guardians at each school may participate in decisions related to school improvement and matters which the Board identifies as appropriately managed at the school site level. The administration shall provide advice to the Board and to advisory committees appointed by the Board.

The Board shall approve the positions and employ management of the District. The Superintendent shall make recommendations to the Board regarding the composition and organization of the management team.

The Board desires to give administrators the authority to carry out their assigned responsibilities. The Board shall state what it expects of the Superintendent and shall evaluate him/her on how well those expectations have been met. In turn, the Superintendent shall state what is expected of all other administrators and shall evaluate how well those expectations have been met.

Professional Growth

Management personnel will be expected to maintain their professional skills and knowledge at levels which reflect the most current knowledge, training, and preparation in the profession. Management personnel are expected to avail themselves of the many opportunities for professional growth which universities, professional organizations, the Santa Clara County Office of Education, and other institutions offer. Professional growth activities may be required of management personnel either as part of an overall goal in staff development for the management team or as individual recommendations for personal professional growth.

LOMA PRIETA JOINT UNION ELEMENTARY SCHOOL DISTRICT

ADMINISTRATION

Policy No.: 2100

Superintendent Responsibilities and Duties

Board Adopted: 9/12/07

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.

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.

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.

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

LOMA PRIETA JOINT UNION ELEMENTARY SCHOOL DISTRICT

ADMINISTRATION

Policy No.: 2111

Superintendent Governance Standards

Board Adopted: 9/12/07

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.

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

To support the Board in 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
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
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
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

LOMA PRIETA JOINT UNION ELEMENTARY SCHOOL DISTRICT

ADMINISTRATION

Policy No.: 2120

Superintendent's Contract

Board Adopted: 9/12/07

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.

The Board shall designate a representative to negotiate with the Superintendent on its behalf.

The Board shall deliberate in closed session about the terms of the contract.

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

The Board shall ratify the Superintendent's contract in an open meeting, which shall be reflected in the Board's minutes.

The contract shall include, but not necessarily be limited to, the term of the contract, conditions for termination of the contract, salary, benefits, and commitment to an annual evaluation. The contract may also include general responsibilities and duties of the Superintendent.

The Superintendent's contract shall include a provision specifying the maximum case settlement, within limits established by law, that the Superintendent may receive upon termination of the contract.

The term of the contract shall be for no more than four years.

The Superintendent's contract may be extended for one year or more at the time of the Superintendent's annual review only by Board action and subsequent to a satisfactory evaluation of the Superintendent's performance.

At the end of the term, the Board may reemploy the Superintendent on those terms and conditions mutually agreed upon by the Board and Superintendent.

In the event that the Board determines not to reemploy the Superintendent, the Board shall provide written notice to the Superintendent at least 90 days in advance of the expiration of the term of the contract.

Legal Reference:	Education Code	
	35031	Term of Employment
	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

LOMA PRIETA JOINT UNION ELEMENTARY SCHOOL DISTRICT

ADMINISTRATION

Policy No.: 2130

Evaluation of the Superintendent

Board Adopted: 9/12/07

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 and objectives. The Superintendent and Board may establish an appropriate schedule for the annual evaluation process.

Evaluation criteria shall be based on District goals and objectives and agreed upon prior to the evaluation by the Board and Superintendent. 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.

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

Each Board member shall independently evaluate the Superintendent's performance. The Board shall examine all Board members' evaluations and reach a consensus on the evaluation. The Board president or designee shall then develop a single evaluation representing the Board's collective judgment and provide a copy to the Superintendent.

The Board shall appoint representatives to meet with the Superintendent to discuss the evaluation.

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 Superintendent and Board shall sign the evaluation as evidence that the evaluation has been discussed.

54957

Closed Session, Personnel Matters

LOMA PRIETA JOINT UNION ELEMENTARY SCHOOL DISTRICT

ADMINISTRATION

Policy No.: 2210

Administrative Leeway in Absence of Governing Board Policy

Board Adopted: 9/12/07

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 shall have the authority to act on behalf of the District.

The Superintendent shall inform the Board of action as soon as practical or at the next Board meeting.

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 shall make the necessary recommendations to the Board.

35035

Additional Powers and Duties of Superintendent

LOMA PRIETA JOINT UNION ELEMENTARY SCHOOL DISTRICT

ADMINISTRATION

Policy No.: 2220

Administrative Staff Organization

Board Adopted: 9/12/07

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.

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. At some time in the calendar year the organization chart should be presented to the Board as an information item.

The Superintendent 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

LOMA PRIETA JOINT UNION ELEMENTARY SCHOOL DISTRICT

ADMINISTRATION

Policy No.: 2230

Representative and Deliberative Groups

Board Adopted: 9/12/07

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 shall establish a management team, administrative councils, task forces, cabinets or committees in accordance with law.

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

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

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

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
	54652	Legislative Body, Definition

LOMA PRIETA JOINT UNION ELEMENTARY SCHOOL DISTRICT

ADMINISTRATION

Policy No.: 2240

Emergency Procedures

Board Adopted: 3/13/02

Board Revised: 9/12/07

This policy is enacted by the Board of Trustees to give the Superintendent broad discretionary powers during emergencies and to aid the Board in carrying out its mandate to the District and community at large.

Upon the declaration by the Superintendent that a state of emergency exists (e.g., earthquake, fire, flood, massive funding reduction, war), the following rules shall become operative immediately and shall remain in effect until the Superintendent determines the emergency is ended:

1. All usual policy adoption procedures will be terminated for the duration of the emergency, thus allowing the Board of Trustees the means to maintain the operation of schools and the safety and welfare of all students and employees.
2. The Superintendent or designee shall have the authority to take such immediate emergency steps as he/she deems necessary to ensure the physical and educational well-being of the students in the District. The Superintendent or designee shall also have the full authority to take such steps as he/she deems necessary to ensure and protect the physical well-being of all employees in the District, as well as all properties owned by the District.
3. The Superintendent or designee is authorized to contract for or otherwise obtain transportation, food, telephone, and such other services as he/she deems necessary during an emergency.
4. The Board of Trustees authorizes the Superintendent or designee to fix and pay daily salary rates for substitutes, both certificated and classified, in case of emergency.
5. The Superintendent or designee is authorized to assign and/or reassign all personnel in periods of emergency. The Superintendent or designee is authorized to employ such additional personnel as he/she deems necessary during emergencies or when an emergency is imminent.
6. The Superintendent or designee is authorized to declare minimum school days when he/she deems it advisable during an emergency.
7. The Superintendent or designee shall be the only District employee authorized to close any of the District schools. A school shall be closed only when, in the opinion of the Superintendent or designee, the physical welfare of the students is in jeopardy because of inadequate staffing.
8. The Superintendent or designee will be the personnel authorized to cancel all extracurricular activities (those outside of the regular school day) if it is deemed to be in the best interest of students, community, and employees.
9. During an emergency, only the Superintendent or designee may do the following: (1) make public statements, (2) issue news releases, (3) make oral or written statements to employees, and (4) make oral or written statements to parents.