



# **SECTION I: BOARD OF EDUCATION POLICY 1170**

## RELATIONSHIP OF THE BOARD TO THE SUPERINTENDENT

Purpose: The purpose of this policy is to describe the selection, contract renewal/extension, performance evaluation and responsibilities of the Superintendent; and what the Superintendent can expect from the Board of Education.

### Selection and Contract Renewal/Extension of Superintendent of Schools

The Board recognizes that one of its major responsibilities is the selection of a qualified Superintendent of Schools who shall act as the executive officer of the Board. Selection of a Superintendent shall be by a majority vote of the Board, based on a candidate for the office who is considered on the basis of the approved job description and qualifications for the Superintendent of Schools.

### Contract Renewal/Extension

Contract renewal/extension of a Superintendent of Schools shall be considered in the first quarter of each calendar year, with the employment contract to be in effect in accordance with its terms.

When considering contraction renewal/extension and employment contract terms, the Board will consider the cumulative performance of the Superintendent, including the current performance evaluation; progress on established plans, objectives and goals; execution of the Superintendent's duties and responsibilities; and the Boards' general satisfaction with the Superintendent's leadership of the District.

### Performance Evaluation of the Superintendent

The Board of Education shall annually, in the second quarter of the calendar year, assess the performance and complete a formal, summative, written evaluation of the Superintendent of Schools. In addition, the Board commits to an ongoing process of communication with the Superintendent regarding his/her performance throughout the year.

The Board will ensure that the Superintendent effectively manages the school district through execution of duties and responsibilities and successful implementation of BAPS plans, performance goals, objectives, and policies.

A copy of the Superintendent's evaluation shall be maintained in his/her official personnel file in Human Resources in a sealed envelope. The District's designated attorney will also maintain a sealed copy of the evaluation in a secure file.

To the extent that any provision of this or any other board policy conflicts with or is provided for in the employment contract between the District and the Superintendent, the provisions of the employment contract shall control in all respects and for all purposes.



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### Responsibilities of Superintendent

The Superintendent is the executive officer of the Board of Education and the administrative leader of the school system. The Superintendent shall devote a major portion of his/her time to educational planning and leadership with the Board, the community and the school staff. The Board can expect the following from the Superintendent:

1. To serve as its executive officer and head administrator of the School District.
2. To be its professional advisor in all matters and to recommend appropriate school policies for consideration.
3. To implement and execute all policies adopted by the Board of Education.
4. To keep all Board members fully and accurately informed about the school program.
5. To identify and articulate the needs of the School District.
6. To devote a large share of his/her time and thought to the improvement of instruction.
7. To be alert to advances and improvements in educational programs and trends.
8. To facilitate the development of good school-community relations.
9. To use good judgment in nominating applicants for employment.
10. To recommend the dismissal or nonrenewal of personnel when necessary.
11. To present for the Board's consideration an annual budget that is designed to serve the needs of the School District.
12. To establish and operate the financial operation of the School District to ensure adherence to budget provisions and the wise use of school funds.
13. Respond appropriately to Board members' inquiries within a timely manner.
14. To take any and all necessary action as allowed by law.
15. Review / execute all policies adopted by the Board.



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The Superintendent can expect the following from the Board of Education:

1. To assist the Superintendent with counsel and advice, giving him/her the benefit of its judgment, experience and professional knowledge.
2. To delegate to the Superintendent responsibility for all executive functions, to refrain from interfering in his/her handling of administrative details and to give him/her authority commensurate with his/her responsibilities.
3. To make all employees of the District responsible to the Superintendent and to refer all school business to the Superintendent or other District personnel as appropriate for their information and action.
4. To refer all applicants, complaints and other communications, oral or written, to the Superintendent or other District personnel as appropriate.
5. To hold the Superintendent responsible for the administration of schools, to review and appraise the results of his/her work annually and to inform him/her when any methods or procedures do not meet with the approval of the Board.
6. To include the Superintendent in all meetings of the Board of Education. The Superintendent can expect to be excluded from a part of a Board meeting only when the business to be discussed is in executive session.
7. Respond appropriately to the Superintendent's inquiries within a timely manner.
8. To take any and all necessary action as allowed by law.

Source:            *Broken Arrow Board of Education policy adoption, January 9, 1984.*  
                      *Broken Arrow Board of Education policy revised, July 13, 2009.*  
                      *Broken Arrow Board of Education policy revised, February 27, 2012.*  
                      *Broken Arrow Board of Education policy revised, April 1, 2013.*  
                      *Broken Arrow Board of Education policy revised, July 10, 2017.*