

TABLE OF CONTENTS

| | | |
|-------------|---|-------|
| 6000 | <u>ADMINISTRATION</u> | |
| | Goals | 6000 |
| | Superintendent-Board Relations | 6110 |
| | Administration in the Absence of Policy or Procedure | 6111 |
| | The Superintendent | 6120 |
| | Delegation of Authority | 6121 |
| | Evaluation of the Superintendent | 6122 |
| | Principals | 6210 |
| | Evaluation of Administrative Staff | 6410 |
| | Pesticide Notification, Posting and Record Keeping | 6895* |

* Administrative Procedure

BOARD POLICY

Policy No. 6110

ADMINISTRATION

6110 SUPERINTENDENT-BOARD RELATIONS

The board shall exercise those powers that are expressly required by law, those implied by law and those essential to the purposes and goals of the district. To this end, the board shall delegate to the superintendent such powers as may be required to manage the district in a manner consistent with board policy and state and federal law.

The superintendent shall supervise all phases of district operations. The superintendent may delegate to other staff the exercise of any powers and the discharge of any duties imposed upon the superintendent by this authority or by vote of the board. The delegation of power or duty shall not relieve the superintendent of responsibility for the action taken under such delegation.

| | |
|-----------------------------------|---|
| Legal References: RCW 28A.320.010 | Corporate powers |
| 28A.400.010 | Employment of superintendent-- Superintendent's qualifications, general powers, term, contract renewal |
| 28A.400.030 | Superintendent's duties |
| 28A.330.100 | Additional powers of board |

Adopted by the Board August 26, 1996

BOARD POLICY

Policy No. 6111

ADMINISTRATION

6111 ADMINISTRATION IN THE ABSENCE OF POLICY OR PROCEDURE

The superintendent and other staff to whom administrative or supervisory authority has been delegated shall be authorized to use their best judgment in the absence of a specific policy or procedure, provided that such action shall not be in conflict with the general aims and objectives of the district or with any local, state or national ordinances, statutes, regulations or directives. In the event there is doubt as to the appropriate course of action or if it is apparent that the consequences could be serious, the staff member is expected to contact the superintendent or other administrator who could provide appropriate assistance.

Adopted by the Board August 26, 1996

BOARD POLICY

Policy No. 6120

ADMINISTRATION

6120 THE SUPERINTENDENT

The superintendent, as executive officer of the board, shall be responsible for the administration of the schools under applicable laws, policies of the board and the authority vested in the position. The board shall delineate the duties of the superintendent and shall use them as the basis for evaluating his/her performance.

Legal Reference: RCW 28A.400.030 Superintendent's duties

Adopted by the Board March 23, 1981

Revised by the Board August 26, 1996

BOARD POLICY

Policy No. 6121

ADMINISTRATION

6121 DELEGATION OF AUTHORITY

Unless otherwise specified, the superintendent has the authority to designate a staff member in his/her capacity for the implementation of district policies.

Adopted by the Board August 26, 1996

BOARD POLICY

Policy No. 6122

ADMINISTRATION

6122 EVALUATION OF THE SUPERINTENDENT

The board shall establish evaluative criteria and shall be responsible for evaluating the performance of the superintendent as provided by statute.

The superintendent shall have the opportunity for confidential conference with the board members on no less than three occasions in each school year, the purpose of which shall be the aiding of the superintendent in his/her performance. The board, on the basis of the evaluation, may renew and/or extend the superintendent's contract for periods not to exceed three years.

Legal References: RCW 28A.405.100

Minimum criteria for the evaluation
of certificated employees, including
administrators--Procedure--Scope
--Penalty

Adopted by the Board February 24, 1986

Revised by the Board August 26, 1996

BOARD POLICY

Policy No. 6123

ADMINISTRATION

6123 BOND AND OATH FOR SUPERINTENDENT

Before entering upon the discharge of his duties, the Superintendent as Secretary of the Board shall give bond in such sum as the Board of Directors may fix from time to time, but not for less than five thousand dollars, with good and sufficient sureties, and shall take and subscribe an oath or affirmation, before a proper officer that he will support the Constitution of the United States and the State of Washington and faithfully perform the duties of his office, a copy of which oath or affirmation shall be filed with the Educational District Superintendent.

Legal Reference: RCW 28A.59.080

Adopted by the Board March 23, 1981

BOARD POLICY

Policy No. 6210

ADMINISTRATION

6210 PRINCIPALS

The district shall hold principals and other administrative staff accountable for the proper and efficient conduct of classroom teaching in their schools which will meet the individual and collective needs of the particular students enrolled. Principals shall achieve and maintain standards of excellence in the instructional program so that each student exposed to this program derives the greatest academic and personal benefit from the learning experience. They have primary responsibility for the improvement of instruction in their programs. A major portion of the principal's time is to be spent with staff, including classroom observations, staff evaluations, departmental meetings, reviewing of instructional materials and reading and researching new and promising innovations in teaching. A principal must possess the knowledge and skill necessary to evaluate the performance of staff members in accordance with district evaluation procedures. The superintendent shall be responsible for determining the evaluation skill and/or needs in considering candidates for the position of principal as well as providing an on-going development program related to the needs of all principals.

Cross Reference: Board Policy 5222

Performance Evaluation of Nonadministrative Staff

Legal References: RCW 28A.400.100

Principals and vice principals --

Employment of--Qualifications--Duties

28A.400.110

Principal to assure appropriate student discipline

28A.150.240

Basic Education Act of 1977--Certificated teaching and administrative staff as accountable for classroom teaching--

Scope--Responsibilities--Penalty

28A.405.230

Conditions and Contracts of employment--Transfer of administrator to subordinate certificated position--Procedure

Adopted by the Board August 26, 1996

BOARD POLICY

Policy No. 6410

ADMINISTRATION

6410 ADMINISTRATOR EVALUATION

It shall be the responsibility of the District Superintendent or his/her designee to evaluate all School District administrators. Such evaluation shall be based on the appropriate administrative position job description and the following criteria when applicable:

1. Knowledge of, experience in and training in recognizing good professional performance, capabilities and development.
2. School administration and management.
3. School finance.
4. Professional preparation and scholarship.
5. Effort toward improvement when needed.
6. Interest in pupils, employees, patrons and subjects taught in school.
7. Leadership.
8. Ability in performance of evaluation of school personnel.

The School Board Superintendent shall be evaluated by the Board in accordance with his/her employment contract with the District, his/her job description, and the criteria listed above when applicable.

Adopted by the Board March 23, 1981

BOARD POLICY

Policy No. 6895

6895 PESTICIDE NOTIFICATION, POSTING AND RECORD KEEPING

The Superintendent is directed to develop procedures to assure that the District complies with the requirements of law regarding pesticide notification, posting and record keeping. This includes procedures for the annual notification of staff and parents of the District's pest control policies and methods; pre-notification of staff and parents of pesticide applications; posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage.

Legal References: RCW 17.21

Pesticide Application Act

Adopted by the Board August 12, 2002