

Policy Type: Executive Limitations

Expectations of Superintendent

EL-1

The Superintendent shall not knowingly cause or allow any practice, activity, decision, condition, procedure or organizational circumstance which is unlawful, unethical, unsafe, disrespectful, imprudent, unfair, inequitable, disruptive, undignified or in violation of law, Board policy, or collective bargaining agreements.

***Adopted:* August 27, 2003**

***Monitoring Method:* Internal Report**

***Monitoring Frequency:* Semi-annually in January and July**

Emergency Superintendent Succession

EL-2

In order to protect the Board in the event of sudden and unexpected loss of Superintendent services, the Superintendent shall not fail to assure that at least one other executive staff member is familiar with Board and Superintendent issues and processes and is capable of assuming Superintendent responsibilities on an emergency basis.

Adopted: August 27, 2003
Monitoring Method: Internal Report
Monitoring Frequency: Annually in July

Policy Type: Executive Limitations

Treatment of Parents, Students, and the Public

EL-3

With respect to interactions with stakeholders (parents, students, and the public), the Superintendent shall not knowingly cause or allow any practice, activity, decision, condition, procedure or organizational circumstance which is unlawful, unethical, unsafe, disrespectful, imprudent, unfair, inequitable, disruptive, undignified, unhealthy, or in violation of Board policy.

Accordingly, the Superintendent may not:

1. Use methods of managing that fail to protect confidential information;
2. Fail to provide for effective handling of grievances and complaints;
3. Fail to establish policies and procedures to ensure compliance with all federal, state and local laws;
4. Fail to establish policies and procedures that ensure a learning and work environment free of discrimination, harassment, or other mistreatment.;
5. Fail to appropriately involve stakeholders in an advisory capacity in important issues which impact them directly; nor fail to provide to district advisory groups, such as those formed for curriculum, facilities, and levy/bond matters, a formal charter document advising each such group of its purpose, organization and functions;
6. Fail to take reasonable steps to inform stakeholders of those policies and procedures that impact them;
7. Fail to offer a nutritious school breakfast/lunch program which incorporates federal/state guidelines and includes age-appropriate measures to encourage healthy eating habits;
8. Fail to facilitate orderly and appropriate public access to the Board, and to ensure timely and appropriate follow-up in response to expressed public input.

Adopted: March 10, 2004
Monitoring Method: Internal Report
Monitoring Frequency: Semi-annually in January and July

Policy Type: Executive Limitations

Staff Treatment

EL-4

With respect to treatment of staff, the Superintendent shall not knowingly cause or allow any practice, activity, decision, condition, procedure or organizational circumstance which is unlawful, unethical, unsafe, disrespectful, imprudent, unfair, inequitable, disruptive, undignified, unhealthy, or in violation of Board policy.

Accordingly, the Superintendent may not:

1. Fail to ensure that reasonable background inquiries and checks are made prior to hiring any personnel or approving the use of volunteers;
2. Fail to recommend only highly qualified candidates to the Board for approval of staff appointment, nor fail to actively implement the district's affirmative action plan;
3. Operate without written personnel policies which:
 - a. Clarify personnel rules and procedures for staff;
 - b. Provide for effective handling of grievances;
 - c. Include adequate job descriptions for all staff positions;
 - d. Include a personnel performance evaluation system that complies with state law and negotiated agreements;
 - e. Protect against discrimination, harassment, or other mistreatment.
4. Prevent employees from grieving to the Board when internal grievance procedures have been exhausted and the employee alleges that Board policy has been violated;
5. Fail to protect confidential information;
6. Fail to establish and maintain a working environment for staff that is safe, civil and conducive to teaching and learning.
7. Fail to ensure that all staff are informed of the provisions of this policy.

Adopted: April 14, 2004
Monitoring Method: Internal Report
Monitoring Frequency: Semi-annually in January and July

Staff Compensation

EL-5

With respect to employment compensation and benefits for employees, the Superintendent shall not cause or allow jeopardy to the fiscal integrity or public image of the district.

Accordingly, the Superintendent may not:

1. Change his or her own compensation and benefits;
2. Deviate from established fiscal accounting procedures and fiscal checks and balances applicable to all other district employees.
3. Promise or imply permanent employment to any employee;
4. Fail to recommend for board approval salary schedules that represent fair and competitive compensation for all employees.

***Adopted:* August 27, 2003**
***Monitoring Method:* Internal Report**
***Monitoring Frequency:* Annually in March**

Staff Evaluations

EL-6

With respect to evaluation of employees, the Superintendent shall not cause or allow an evaluation system that does not measure employee performance in terms of achieving the Board's *Ends* policies.

Accordingly, the Superintendent may not:

1. Fail to develop and administer an evaluation system, within the provisions of applicable statutes and state regulations that is designed to:
 - a. Improve instruction,
 - b. Measure professional growth, development, and performance,
 - c. Document unsatisfactory performance,
 - d. Link central office administrator performance with multiple measures of district performance,
 - e. Link building administrator performance with multiple measures of school performance,
 - f. Link teacher performance with multiple measures of student performance,
 - g. Assure that scheduled instructional time is used to students' maximum advantage;
2. Fail to implement supervisory procedures for evaluators that ensure an accurate and complete evaluation of each certified or classified employee.
3. Fail to provide to the Board an annual report on the effectiveness of the evaluation system and its alignment with the Board's *Ends* policies.

Adopted: August 27, 2003
Monitoring Method: Internal Report
Monitoring Frequency: Annually in July

Policy Type: Executive Limitations

Budgeting

EL-7

Financial planning for any fiscal year shall not deviate materially from the Board's *Ends* policies, deviate from statutory requirements, risk fiscal jeopardy to the district, or fail to be derived from a multi-year plan.

Accordingly, the Superintendent may not present to the Board a recommended budget which:

1. Is not consistent with the board's established priorities;
2. Is not in a comprehensive summary format understandable to the Board;
3. Fails to adequately describe major budget initiatives and funding sources;
4. Fails to show the amount budgeted for each major fund type for the current fiscal year and the amount budgeted for the next fiscal year;
5. Fails to disclose major budget development assumptions;
6. Plans for the expenditure in any fiscal year of more funds than are conservatively projected to be received or appropriated during the year unless otherwise approved by the Board in a multi-year plan;
7. Reduces, without approval of the Board, the unreserved and undesignated general fund balance for any fiscal year to less than 5.0 percent of the ensuing year's general fund revenue;
8. Fails to provide adequate and reasonable budget support for Board development and other governance priorities, including the costs of fiscal audits, Board and committee meetings, Board memberships and district legal fees;
9. Fails to take into consideration fiscal soundness in future years or ignores the building of organizational capabilities sufficient to achieve *Ends* in future years;
10. Fails to reflect anticipated changes in employee compensation including inflationary adjustments, step increases, and benefits.

Adopted: August 27, 2003
Monitoring Method: Internal Report
Monitoring Frequency: Annually in August

Financial Administration

EL-8

With respect to the actual, ongoing condition of the district's financial health, the Superintendent shall not cause or allow a material deviation from the annual budget or budget policy adopted by the Board, cause or allow any fiscal condition that is inconsistent with achieving the Board's *Ends*, or places the long-term financial health of the district in jeopardy.

Accordingly, the Superintendent may not:

1. Expend more funds than are anticipated to be received in the fiscal year unless authorized by the Board through utilization of available reserves or unless resources are made available through other legal means;
2. Indebt the organization unless authorized by the Board;
3. Fail to maintain and protect the minimum maintenance of funds balance in an amount equal to or greater than 5.0% of the ensuing fiscal year's General Fund revenue unless authorized by the Board;
4. Fail to settle payroll and debts in a timely manner;
5. Allow reports or filings required by any state or federal agency to be overdue or inaccurately filed;
6. Fail to arrange for the annual audit of all district funds and accounts.
7. Fail to aggressively pursue receivables after a reasonable grace period;
8. Fail to keep complete and accurate financial records by funds and accounts in accordance with established fiscal accounting procedures as reflected in the [name of manual?];
9. Fail to publish a financial condition statement.
10. Allow commercial entities to advertise or imply the endorsement of any product without Board approval.

Adopted: August 27, 2003
Monitoring Method: Internal Report
Monitoring Frequency: Annually in August

Facilities Program

EL-9

University Place Schools must keep pace with changes in our community demographics.

Therefore, the Superintendent may not:

1. Fail to maintain a continual five-year plan for managing and developing facilities
2. Fail to ensure that district facilities are adequate, safe, clean, inviting and conducive to teaching and learning.
3. Fail to involve key stakeholders in the process of establishing attendance line adjustments.
4. With respect to the district's facilities program, the Superintendent shall not cause or allow actions that violate or materially deviate from voter-approved building and renovation projects, state law, state regulations, procurement code, or building codes.

***Adopted:* August 27, 2003**
***Monitoring Method:* Internal Report**
***Monitoring Frequency:* Annually in August**

Asset Protection

EL-10

The Superintendent shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.

Accordingly, the Superintendent may not:

1. Fail to obtain insurance coverage against theft, casualty, and liability losses in accordance with Risk Management Pool directions and state law;
2. Allow unbonded personnel access to funds in excess of \$50,000
3. Fail to take reasonable steps to ensure that a program of preventive maintenance is in place for district facilities and equipment;
4. Fail to conduct energy assessments and to make modifications which result in energy savings;
5. Knowingly or recklessly expose the district, its Board, or staff to legal liability;
6. Approve any purchase in violation of the district's procurement code;
7. Fail to act in accordance with state bid laws as applicable to all purchased services and supplies;
8. Fail to implement procedures to protect information, records, and files from loss or damage;
9. Fail to preserve and dispose of all records related to affairs or business of the district in accordance with state and federal law;
10. Receive, process, or disburse funds under controls which are insufficient under generally accepted accounting principles for governments;
11. Acquire, encumber, or dispose of real property without approval of Board;
12. Knowingly or recklessly endanger the district's public image or credibility, thereby jeopardizing the district's ability to accomplish its mission.

Adopted: August 27, 2003
Monitoring Method: Internal Report
Monitoring Frequency: Annually in August

Communication and Counsel to the Board

EL-11

With respect to providing information and counsel to the Board, the Superintendent shall not fail to give the Board as much information as necessary to allow Board members to be adequately informed.

Accordingly, the Superintendent may not:

1. Fail to submit monitoring data required by the Board (see Policy *B/SR-5—Monitoring Superintendent Performance*) in a timely, accurate, and understandable fashion, directly addressing provisions of the board policies being monitored;
2. Fail to annually submit to the Board a list of reports required by State and Federal agencies; and an executive summary of each such report.
3. Fail to advise the Board in a timely manner of relevant trends, facts, information, and legal proceedings;
4. Fail to advise the Board of changes which reasonably could be expected to substantially affect the district's financial condition.
5. Fail to advise the Board in a timely manner of changes in assumptions upon which Board policy has been established;
6. Fail to provide for the Board as many staff and external points of view and opinions as needed for fully informed Board decisions;
7. Fail to advise the Board of anticipated significant media coverage;
8. Fail to advise the Board if, in the Superintendent's opinion, the Board is not in compliance with its own policies on *Governance Process* and *Board-Staff Relations*;
9. Present information in unnecessarily complex or lengthy form;
10. Fail to provide a mechanism for official Board or committee communications;
11. Fail to work with the Board as a whole on Board policy issues except when:
 - a. Fulfilling individual requests for information as long as such requests do not require a material amount of staff time or resources or are not disruptive;
 - b. Working with officers or committees duly charged by the Board;
 - c. Communicating with the Chair on Board policy issues.
12. Fail to report in a timely manner any actual or anticipated noncompliance with any Board *Ends* or *Executive Limitations* policy;
13. Fail to supply for the consent agenda all items delegated to the Superintendent that are required by law or contract to be Board-approved, along with the minimum amount of supporting data necessary to keep the Board informed.

Policy Type: Executive Limitations

14. Fail to advise and include the Board in a timely manner of any anticipated formal mass communication with the public, such as the publishing of newsletters, district newspapers, news releases, community letters, parent surveys, etc.

Adopted: August 27, 2003
Monitoring Method: Internal Report
Monitoring Frequency: Annually in December

Communication with the Public

EL-12

15. Community/Public Relations

The Superintendent shall not fail to prepare and execute a community/public relations plan that does the following:

- a. Establishes and maintains strong links with community support groups and key communicators to ensure they are kept informed and are predisposed to provide support within the community on critical district issues to include bond/levy needs;
- b. Ensures the publication and distribution of the Dialog at least twice a year;
- c. Uses multiple media resources including the district website to connect with the community and provide essential information, to include
 - (1) The current year's schedule and location of board meetings,
 - (2) Approved board meeting minutes,
 - (3) Current governance policies,
 - (4) Current district policies/procedures, and
 - (5) Contact information for elected and appointed district officials.
- d. Promotes and enhances the role and public profile of the board as the district's principal connection with the community, and the community's voice in governing the district;
 - (1) Display board member contact information at each district school;
 - (2) Display annual board agenda, including information on planned linkage meetings (purpose, date, location, procedures) at each district school;

16. Annual Progress Reports

The Superintendent shall not fail to prepare annual school and district progress reports to the public which meet federal and state requirements and include the following items:

- a. Student achievement data and graduation rates, disaggregated by gender, ethnic, socioeconomic, disability, and other categories, indicating student progress toward accomplishing the Board's *Ends* policies;
- b. Teacher information by school and district, including professional qualifications;
- c. Information about school and district strategies intended to address achievement problems and to accomplish the Board's *Ends* policies;
- d. Revenues, expenditures, and costs of major programs and elements of district and school operations.

Adopted: April 14, 2004
Monitoring Method: Internal Report
Monitoring Frequency: Annually in December

Academic Standards and Practices

EL-13

The Superintendent shall not fail to ensure that the district adopts a standards-based system of instruction with clearly defined content standards for specific courses of study intended to promote student learning.

Accordingly, the Superintendent may not:

1. Fail to develop a plan to implement rigorous academic content standards that reflect research based "best practices";
2. Fail to ensure that the district works with staff, parents, students, appropriate elements of the community, and others to review and revise content standards to ensure maximum and continuing effectiveness;
3. Fail to ensure that parents and the community are kept informed of student progress toward achieving content standards and how such progress is measured;
4. Fail to revise curriculum and programs of instruction to align them with Federal, state, and the district's adopted content standards to provide students with the educational experiences needed to achieve the standards;
5. Fail to develop assessments that will adequately measure each student's progress toward achieving the content standards;

Adopted: August 27, 2003
Monitoring Method: Internal Report
Monitoring Frequency: Annually in October

Policy Type: Executive Limitations

Academic Program

EL-14

The Superintendent shall not fail to adopt and develop an academic program for the district to enable students to meet content standards and to achieve the Board's *Ends* policies.

Accordingly, the Superintendent may not:

6. Fail to develop and implement an academic program that is research-based, provides access and challenge for all, is complete, is culturally responsive, comprehensively uses resources, encourages innovation, and considers class size and organization, as evidenced by:
 - a. Selecting and implementing programs based on thorough analysis of research data.
 - b. Providing for appropriate differentiation of instruction within adopted curriculum to ensure that all students learn.
 - c. Ensuring that all students are provided fair and equitable access to district programs and learning opportunities.
 - d. Ensuring a well-rounded and comprehensive academic and co-curricular program;
 - e. Appropriately using expert resources, staff and community members to develop the curriculum;
 - f. Considering innovative or experimental programs, carefully monitoring and evaluating the effectiveness of all such programs annually and keeping the Board adequately informed about their effectiveness;
 - g. Considering class size and organization as important components of the education program;
7. Fail to ensure that faculty know and teach the adopted curriculum, as evidenced by:
 - a. Ensuring that faculty and administration know the curriculum and its sequence;
 - b. Ensuring that the adopted curriculum is taught;
8. Fail to ensure the regular monitoring and evaluation of the academic program and make appropriate modifications in practice and content, as evidenced by:
 - a. Developing a personalized education plan for students who do not meet grade level standards in reading, writing and/or math.
 - b. Increasing instructional time for students whose achievement is below grade level standards in reading, writing, and/or math.
 - c. Limiting such elective scheduling options as early dismissal, late arrival, assignment as a teacher's assistant, etc. to students whose achievement is at or above grade level standards in reading, writing, and/or math.
 - d. Developing graduation credit and/or other appropriate incentives (e.g. diploma or transcript endorsements, recognition at graduation ceremonies, etc.) for successfully meeting 10th grade WASL standards.
9. Fail to report to the Board significant changes, deletions or addition of programs and courses of study.

Adopted: April 14, 2004
Monitoring Method: Internal Report
Monitoring Frequency: Annually in October

Instructional Materials Selection

EL-15

The Superintendent shall not fail to recommend to the Board for approval the instructional materials and textbooks to be used in the district.

Accordingly, the Superintendent may not:

1. Fail to ensure appropriate input from the following groups as instructional materials are reviewed and selected: students, parents, teachers, administrators, and other staff members involved in developing the educational program;
2. Fail to address age-appropriateness in the use of instructional materials, to include videos;
3. Fail to ensure sufficient instructional materials to support student needs or to adjust to changes in enrollment;
4. Fail to recommend developmentally appropriate instructional materials that advance the achievement of the Board's *Ends* policies and contribute toward continuity, integration, and alignment of the curriculum by course and program;
5. Fail to consider the needs of all learners, including all levels of ability, when recommending instructional materials;
6. Fail to conduct a systematic review of materials on a scheduled basis or upon formal request by a district stakeholder;
7. Fail to develop and implement appropriate policies governing access to and utilization of electronically distributed information or to develop and implement an Internet Use Policy.

Adopted: August 27, 2003
Monitoring Method: Internal Report
Monitoring Frequency: Annually in May

District Calendar

EL-16

The Superintendent shall not fail to prepare for Board adoption a negotiated district calendar for at least the current and subsequent school years that provides for the number of instructional and contact hours and days determined by the state and that meets the instructional needs of students.

Accordingly, the Superintendent may not:

1. Fail to provide a copy of the calendar to all parents/guardians of students enrolled in district schools;
2. Fail to ensure that any changes in the calendar, except for emergency closings or other unforeseen circumstances, be preceded by adequate and timely notice to students, parents, and staff;
3. Implement a school district calendar that fails to comply with statutes and state regulations;
4. Fail to consider a reasonable balance between the instructional needs and the extracurricular involvement of students;
5. Fail to appropriately involve parents and staff in the preparation of the calendar.

Adopted: August 27, 2003
Monitoring Method: Internal Report
Monitoring Frequency: Annually in March

Policy Type: Executive Limitations

Student Conduct and Discipline

EL-17

The Superintendent shall not fail to establish a school environment that is safe, civil, and supportive, conducive to effective teaching and learning, and free from unnecessary disruption.

Accordingly, the Superintendent may not:

6. Fail to adopt and enforce an age-appropriate, written, student conduct and discipline code that complies with state and federal laws;
7. Fail to consult with staff, students, and the community in developing the code;
8. Fail to report to the Board twice each year summary data regarding student suspensions and expulsions, listing infractions and consequences, and disaggregating the data by population demographics (gender, ethnic group, etc.);
9. Fail to distribute the conduct and discipline code to each student;
10. Fail to distribute to each student copies of any significant changes in the code, to include changes at the school level;
11. Fail to ensure that the code is enforced in accordance with state and federal law;
12. Fail to identify students at risk of failure due to their conduct, and to provide for support services which may help them avoid such failure;
13. Fail to establish procedures for student interrogations, searches, and arrests that conform to state and federal laws;
14. Fail to establish procedures to afford students, parents, and school personnel equitable treatment and due process with regard to student conduct and discipline issues;
15. Fail to establish procedures for written appeal to the Board from a decision to expel, suspend, or deny admission to a student;
16. Fail to ensure that appropriate disciplinary information is communicated to staff members who have direct contact with the student being disciplined;
17. Fail to take appropriate measures to eliminate student behavior that is deemed to be habitually disruptive of school operations or the learning process;
18. Fail to discipline a special education student in accordance with the student's IEP and applicable laws;
19. Fail to establish procedures to prohibit the use of drugs, alcohol, or tobacco products on school property, at school-sponsored events, and on school buses;
20. Fail to establish procedures to prohibit the presence of firearms or other dangerous weapons on school property, at school-sponsored events, and on school buses;
21. Fail to establish an age-appropriate dress code that is enforced.

Adopted: April 14, 2004
Monitoring Method: Internal Report
Monitoring Frequency: Semi-annually in January and August