

2000- ADMINISTRATION

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Board Policy

Administrative Staff Organization

SUPERINTENDENT

BP 2120- DISTRICT SUPERINTENDENT

ARTICLE III

DISTRICT SUPERINTENDENT

Section 301. Appoint of District Superintendent 2AD

a . The Board of Trustees shall select a person who is fully qualified to be District Superintendent of the school district and shall delegate to him the authority of administering the policies of the Board of Trustees.

Section 302. Reassignment/Non re-employment

a . Prior to any determination by the Board of Trustees, no administrator should be given notice of either one (1) reassignment or two (2) non re-employment without prior consultation with the Schools Legal Service.

Section 303. Duties

Duties of the District Superintendent:

- a. Shall be the Chief Executive Officer of the Board of Trustees and as such shall be responsible for the efficient administration of the schools, for the professional development of the teaching staff, and the growth and welfare of the students.
- b. Shall attend a when his/her considered. own meetings of the Board of Trustees except election, tenure, or salary is being considered.
- c. Shall have the right and it shall be his/her duty to participate in all parts of the legislative and evaluative discussions of the Board of Trustees and shall have the rights of membership on the Board except the rights of voting.
- d. Shall be responsible for planning and formulating policies, procedures, programs, and decisions needed in the conduct of the schools and for bringing such proposals before the Board of Trustees for its consideration and action with a full explanation of the problems and needs involved.
- e. Shall be responsible for making all rules and regulations necessary to carry out Board policies, principles, and procedures in conformance with the decisions and policies of the Board of Trustees and the Education Code and for informing the members of the Board of Trustees of administrative directives.
- f. The Superintendent shall screen and interview all applicants for vacancies occurring in the school and shall submit to the Board of Trustees for approval those applicants whose records indicate that they are the best qualified candidates for the position at the time of selection.
- g. Subject to the approval of the Board of Trustees, the Superintendent shall assign all employees to the positions in which they are to serve and designate their duties. All employees shall be bonded under a blanket bond indemnifying the school district against loss.
- h. The Superintendent is authorized by the governing board to officially accept the resignation of any employes. (See Section 102)

i. The Superintendent shall serve as the business manager and purchasing agent for the school district, unless a special person is employed for such purposes. The Superintendent shall be responsible for an inventory of school properties.

j. The Superintendent shall prepare and submit the budget for the next ensuing school year at such time as the Board of Trustees may direct and shall revise and take such other action in connection with the budget as the Board of Trustees may desire.

k. The Superintendent shall be responsible for keeping an accurate account of the funds, records, books, and documents of the school district.

l. The Superintendent shall be responsible for maintaining a school cafeteria program to provide lunches at cost, on a voluntary basis, to pupils and school employees, and for the efficient management of the cafeteria, the purchasing of food, the approval of menus, and all technical phases of cafeteria management. All money collected for the cafeteria shall be deposited at Bank of America, Taft, California.

m. The Superintendent shall prepare and submit a school calendar to the Board of Trustees for approval and adoption, after such approval, prior to the first day of July of each calendar year which shall show the opening and closing dates of schools, holidays, and information pertinent to the school district.

n. The Superintendent shall have the playgrounds at Elementary school adequately supervised from 8:10 a.m. until the last bus leaves in the afternoon.

o. The Superintendent may serve as Principal at either or both of the Cuyama schools.

p. Where no specific provision has been made in these policies, principles, and procedures, the Superintendent shall make any necessary rules or regulations to govern routine matters of school administration and shall report the decisions at the following regular, meeting of the Board of Trustees.

Section 304. Delegation of Administrative Duties

a. The District Superintendent may delegate to his associates any of the powers and duties which the Board of Trustees has entrusted to him, but in every instance that a power or duty is delegated he shall continue to be responsible to the Board for the execution of the power or duty delegated.

Section 305. Professional activities

a. The District Superintendent shall participate in county, state, and regional professional activities as a representative of the school district and the Board of Trustees. The Board deems such participation necessary if the Superintendent is to be well informed about education practices, programs in other school districts, and anticipated future professional development. The Board of Trustees may request the Superintendent to attend such other meetings and conventions when deemed beneficial to the school district. The Superintendent shall be reimbursed for all actual and necessary expenses for his attendance at approved meetings.

b. The District Superintendent shall be authorized to send certificated and classified employees to meetings when the Superintendent deems the meeting beneficial to the school district, and they shall be reimbursed for all actual and necessary expenditures.

Adopted: 4/14/86

Board Policy

Administrative Staff Organization

SUPERINTENDENT

BP 2121 - Superintendent of Schools: Compensation & Benefits

COMPENSATION

The Superintendent shall recommend to the Board a salary schedule for each management team position. The Board shall consider and act upon the Superintendent's recommendation and establish a salary schedule for each management team position.

Management team members shall not be eligible for overtime compensation.

FRINGE BENEFITS

The Board shall provide management team members a fringe benefit package. The Board, at any time, may increase the level of fringe benefits provided to management team members.

VACATION

Effective September 1, 1991 (originally 1985), all vacation days earned and accumulated in excess of 36 shall be forfeited by any management team member. It shall be the employee's responsibility to monitor and use vacation days in order to avoid forfeiture.

Adopted: 3/9/87 (whole policy manual)

Cuyama Joint Unified School District

Board Policy

Administrative Discretion Regarding Board Policy

BP 2210

Administration

Through the adoption of written policies, the Governing Board conveys its expectations for actions that will be taken in the district, clarifies roles and responsibilities of the Board and Superintendent, and communicates Board philosophy and direction. However, the Board recognizes that, at times, situations may arise in the operation of district schools or in the implementation of district programs that are not addressed in Board policy or administrative regulation. When resolution of such a situation necessitates immediate action, the Superintendent or designee shall have the authority to act on behalf of the district.

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 9000 - Role of the Board)

(cf. 9310 - Board Policies)

If the situation or its resolution may affect the safety or security of students or staff members, involve a significant impact on student learning, or create a distraction within the school community, the Superintendent or designee shall notify the Board as soon as practicable after its occurrence. The Board president and the Superintendent shall schedule a review of the action at the next regular Board meeting. If the action indicates the need for additions or revisions to Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516.5 - Emergency Schedules)

(cf. 9322 - Agenda/Meeting Materials)

Tier 3 Categorical Flexibility

The Board has determined that it is in the best interest of the district to utilize the categorical program flexibility authorized by Education Code 42605. In implementing the flexibility, the Superintendent, in accordance with Education Code 42605, may suspend any program or funding requirement reflected in any Board policy, administrative regulation, or other document designed for the operation of any Tier 3 categorical program to the extent that such suspension does not affect the terms of any existing district contract or bargaining agreement. As necessary, the Superintendent or designee shall consult with other district staff, including the legal counsel and/or the chief business official, regarding the district's exercise of this flexibility.

The Superintendent or designee shall regularly report to the Board regarding how the district is exercising the flexibility and whether the desired results are being achieved.

(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3110 - Transfer of Funds)
(cf. 3111 - Deferred Maintenance Funds)
(cf. 4111 - Recruitment and Selection)
(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4113 - Assignment)
(cf. 4117.14/4317.14 - Postretirement Employment)
(cf. 4131 - Staff Development)
(cf. 4131.1 - Beginning Teacher Support/Induction)
(cf. 4138 - Mentor Teachers)
(cf. 4139 - Peer Assistance and Review)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 5136 - Gangs)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5145.6 - Parental Notifications)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5148.1 - Child Care Services for Parenting Students)
(cf. 5149 - At-Risk Students)
(cf. 6141.5 - Advanced Placement)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6151 - Class Size)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6162.52 - High School Exit Examination)
(cf. 6163.1 - Library Media Centers)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer School)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)
(cf. 6200 - Adult Education)
(cf. 7214 - General Obligation Bonds)
(cf. 9323.2 - Actions by the Board)

Legal Reference:

EDUCATION CODE

- 35010 Control of district, prescription and enforcement of rules
- 35035 Powers and duties of superintendent
- 35160 Authority of governing boards
- 35160.5 Annual review of school district policies
- 35163 Official actions, minutes and journal
- 42605 Tier 3 categorical flexibility

Management Resources:

CSBA PUBLICATIONS

Policy Implications of Categorical Program Flexibility, Policy Advisory, November 2009
Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

Fiscal Issues Relating to Budget Reductions and Flexibility Provisions, April 2009

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

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