



Book	Policy Manual
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1230 - **BOARD EXPECTATIONS AND SUPERINTENDENT LIMITS**

The Superintendent shall not knowingly cause or allow any practice, activity, decision or organizational circumstance which is unlawful, unethical, unsafe or in violation of Board policy.

SL1 Superintendent Absence and Succession

Whereas, the Board expects to be protected from loss of superintendent services;

The Superintendent may not:

- A. Be absent for professional meetings or other circumstances without delegating authority.
- B. Be absent for more than two (2) days without notifying the Board.
- C. Fail to assure that at least one (1) other administrative staff member is capable of assuming Superintendent responsibilities on an emergency basis should the need arise.
- D. Fail to keep a record of contacts, resources and other pertinent information for a successor.
- E. Fail to maintain a schedule of his duties and responsibilities.

SL2 Treatment of Stakeholders

Whereas, the Board expects students, parents and the public to be treated with dignity and respect;

The Superintendent may not:

- A. Use methods of managing information that fail to protect confidentiality.
- B. Fail to provide for effective handling of complaints.
- C. Fail to protect against illegal conditions.

- D. Fail to establish policies and procedures to ensure compliance with all applicable federal, state and local laws.
- E. Fail to establish policies and procedures to ensure against harassment and discrimination based upon age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or mental, emotional or learning disability.
- F. Fail to take reasonable steps to inform stakeholders of those policies and procedures.

SL3 Staff Hiring and Treatment

Whereas, the Board expects only the highest quality personnel to be hired, and further expects teachers, staff and volunteers to be treated with dignity and respect;

The Superintendent may not:

- A. Hire any paid personnel or accept the services of any volunteers without conducting appropriate background inquiries and checks.
- B. Hire any professional teacher who has not completed a four-year education degree and student teaching experience.
- C. Operate without written district personnel policies which:
 - 1. Include adequate job descriptions for all staff positions.
 - 2. Include Board-approved salary and compensation plans that comply with state law.
 - 3. Provide for effective handling of complaints.
 - 4. Protect against sexual harassment.
 - 5. Protect against discrimination based upon age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or mental, emotional or learning disability.
- D. Fail to recommend only highly qualified candidates to the Board for staff appointment.
- E. Fail to aggressively recruit and retain a qualified and diverse staff.
- F. Fail to protect confidential information.
- G. Fail to honor or enforce the terms of negotiated collective bargaining agreements.
- H. Fail to provide administrative policies defining staff ethics, staff conflicts of interest, and expected staff conduct.

SL4 Employee Compensation

Whereas, the Board reserves to itself the sole right to approve all pay scales, benefits and compensation packages;

The Superintendent may not:

- A. Change his/her own salary or benefits.
- B. Alter salary or benefits of any employee without Board approval.
- C. Imply to any party that he has authority to negotiate for the Board.
- D. Promise or imply permanent employment to any individual.
- E. Fail to honor, enforce or adhere to pay scales, benefits and compensation packages.

SL5 Employee Evaluation

Whereas the Board expects all staff to be evaluated for performance;

The Superintendent may not:

- A. Fail to develop and administer an evaluation system for all staff that is designed to:
 - 1. Improve instruction.
 - 2. Measure and document professional improvement, development and performance.
 - 3. Document unsatisfactory performance.
 - 4. Link performance with multiple measures of student performance.
 - 5. Assure that instructional time is used to students' maximum advantage.
- B. Fail to act to discipline, terminate or non-renew staff when performance is unacceptable.
- C. Fail to follow evaluation procedures contained in the District handbook.

SL6 Budgeting/Financial Planning

Whereas, the Board reserves the right to approve the annual budget;

The Superintendent may not:

- A. Present a budget, which, for any fiscal year, deviates materially from the Board's Ends policies, risks financial jeopardy to the district, or fails to be derived from a multi-year plan.
- B. Present to the Board a recommended budget document which:
 - 1. Is not in a summary format understandable to the Board.
 - 2. Does not adequately describe expenditures.
 - 3. Contains too little information to enable credible projection of revenue and expenses.
 - 4. Fails to disclose budget-planning assumptions.
 - 5. Does not disclose an expected deficit.
 - 6. Does not account for anticipated expenses in future years.

SL7 Financial Administration

Whereas the Board expects the district's finances to be administered in an ethical and prudent manner;

The Superintendent may not:

- A. Indebt the district through general obligation notes or bonds and tax anticipation notes unless authorized by the Board.
- B. Enter contract agreements with a total contract value exceeding \$25,000 without Board approval.
- C. Fail to maintain a contract management system and file.
- D. Fail to settle payroll and debts in a timely manner.
- E. Allow reports, filings and payments required by any state or federal agency to be overdue or inaccurately filed.
- F. Fail to arrange for the annual audit of all district funds and accounts following the close of the fiscal year.
- G. Fail to pursue receivables in a reasonable grace manner.

- H. Fail to keep complete and accurate financial records by funds and accounts in accordance with generally accepted accounting principles (GASB).
- I. Withhold from the board duly requested financial information.
- J. Fail to preserve and dispose of all records related to affairs or business of the District in accordance with state and federal law.
- K. Receive, process or disburse funds under controls that are insufficient under generally accepted accounting procedures.
- L. Increase any student fees or charges without Board approval.
- M. Fail to honor properly presented open records requests.

In a situation involving a public exigency or emergency, the Superintendent may approve an emergency procurement and promptly notify the Board of his/ her emergency action without violating this limitation.

SL8 Asset Protection

Whereas, the board expects the district's property to be maintained and protected from loss;

The Superintendent may not:

- A. Fail to obtain insurance coverage against burglary and casualty losses to 100% of replacement value and against liability losses to Board members, staff and the District itself in an amount that is reasonable for school districts of like size.
- B. Knowingly or recklessly expose the district, its Board or staff to legal liability.
- C. Knowingly or recklessly endanger the district's public image or credibility.
- D. Make any purchase:
 - 1. Without exercising reasonable precaution against conflict of interest.
 - 2. Without having obtained comparative prices based on items of similar quality.
 - 3. Without considering a balance between long-term quality and initial cost.
 - 4. Without considering buying locally.
 - 5. Of non-replacement, unbudgeted, capital items or construction change orders over \$25,000 without approval of the Board.
- E. Fail to use a competitive bidding process for capital improvements in excess of \$10,000.
- F. Invest funds in securities that are not authorized by state law.
- G. Acquire, encumber, or dispose of real estate without Board approval.
- H. Neglect maintenance of district facilities, equipment, buildings and grounds.
- I. Fail to adopt practices to protect the security of buildings.
- J. Knowingly permit the operation of unsafe buses or other District vehicles.
- K. Name facilities without Board approval.
- L. Close facilities without Board approval.

SL9 Counsel and Communication to the Board

Whereas the Board expects the Superintendent to be its primary resource for counsel and information about the status of

all operations of the District;

The Superintendent may not:

- A. Withhold monitoring data required by the Board.
- B. Fail to advise the Board in a timely manner of relevant trends, facts and information.
- C. Fail to advise the Board of changes substantially affecting the district's financial condition.
- D. Fail to advise the Board of material budget shortfalls, surpluses or transfers.
- E. Fail to provide a mechanism for official Board communications.
- F. Fail to report in a timely manner any actual or anticipated noncompliance with any Board Ends or Superintendent Limitations policy.
- G. Fail to supply supporting data for the consent agenda for all items delegated to the Superintendent that are required by law or contract to be Board-approved.
- H. Establish Administrative Rules or Policies that are in conflict with Board policies.
- I. Fail to perform other duties delegated under Board Governance Policies.

SL10 Standards-Based Academic Program

Whereas, the Board expects the district to have a standards-based program of instruction that complies with all relevant federal and state laws, challenges individual students to meet their potential and includes clearly defined academic content standards for specific courses of study;

The Superintendent may not:

- A. Fail to develop a curriculum aligned with and designed to enable students to meet or exceed state and nationally recognized model content standards and proficiencies.
- B. Fail to assess student progress toward achieving the content standards.
- C. Fail to ensure that the academic program includes all legally required courses.
- D. Fail to ensure that the academic program protects against discrimination based upon age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or mental, emotional or learning disability.
- E. Fail to appropriately utilize staff, parents and students in developing the academic program.
- F. Fail to ensure that all academic programs are regularly evaluated and modified as necessary to assure their continuing effectiveness.
- G. Fail to ensure that all staff members are qualified and trained to perform the responsibilities assigned to them.
- H. Add or eliminate academic programs without Board approval.
- I. Implement any enrollment management plan without Board approval.

SL11 Instructional Materials Selection

Whereas, the Board expects instructional materials to be of high quality and to contribute to the achievement of the Board's Ends policies;

The Superintendent may not:

- A. Fail to select textbooks and materials that contribute toward continuity, integration and articulation of the curriculum by course and program.

- B. Fail to ensure appropriate input from administrators, teachers, parents and students when selecting instructional materials.
- C. Fail to consider the diverse needs of all students when selecting instructional materials.
- D. Fail to perform scheduled evaluation of instructional materials.
- E. Fail to provide a procedure for reviewing instructional materials upon formal request.
- F. Fail to develop and implement appropriate policies governing access to and utilization of electronically distributed information and material.
- G. Fail to develop and follow a schedule for the replacement of information technology.

SL12 District Calendar

Whereas the Board expects the Superintendent to recommend a district calendar;

The Superintendent may not:

- A. Recommend a School District calendar that fails to provide the legally required number of instructional contact hours and days.
- B. Recommend a calendar that fails to include provision for staff development and parent-teacher conferences.
- C. Recommend a calendar that fails to include a spring break.
- D. Recommend a calendar that fails to include High School Graduation on the Friday before Memorial Day ~~with the rain date to be the Saturday before Memorial Day.~~
- E. Recommend a calendar without achieving a reasonable balance between the instructional needs and extra-curricular obligations of students.
- F. Fail to communicate calendar changes to students, parents and teachers in a timely manner.
- G. Fail to provide a copy of the calendar to all parents/guardians/caretakers of students enrolled in the District.

SL13 Learning Environment

Whereas, the Board expects the school to be operated in a safe and orderly manner;

The Superintendent may not:

- A. Fail to adopt administrative policies on conduct and discipline which:
 1. Prohibit the possession or use of illegal drugs and alcohol or the use of tobacco products by students or adults on school property and at school-sponsored student events.
 2. Prohibit the presence of firearms or other dangerous weapons on school property and at school-sponsored events.
 3. Prohibit violence on school property and at school-sponsored events.
 4. Provide for the discipline of special education students in accordance with their Individual Educational Plan.
 5. Establish procedures for student interrogations, searches and arrests consistent with current law.
 6. Establish procedures to afford students, parents and school personnel due process with regard to student conduct and discipline issues.
 7. Recognize the right and authority of the school board to expel students and to decide whether to provide continuing education services.

8. Provide for the recommendation of expulsion of habitually disruptive students.
 9. Establish the district's student attendance policy.
- B. Fail to have the conduct and discipline policy distributed once annually to each enrolled student and once to each new student in the District.
 - C. Fail to ensure that a copy of the policy, and any significant change to the policy, are posted or available for inspection in each school building.
 - D. Fail to enforce the policies consistently and in accordance with state and federal law.
 - E. Fail to provide support services to students at risk of suspension or expulsion.
 - F. Fail to take action to protect students from harassment, intimidation and discrimination.

SL14 Extra-Curricular Program

Whereas, the Board expects the District's extra-curricular and athletic programs to enrich learning and to foster emotional, intellectual and physical growth for all students:

The Superintendent may not:

- A. Fail to ensure that the program avoids gender, ethnic, socioeconomic and cultural bias.
- B. Fail to ensure that all programs are regularly evaluated and modified as necessary to assure their continuing effectiveness.
- C. Fail to ensure that students are informed of the opportunities available to them and are encouraged to participate.
- D. Fail to ensure that all coaches, advisors and volunteers are qualified and trained for the duties assigned to them.
- E. Fail to ensure that all staff members are evaluated in terms of their performance and responsibilities to programs assigned to them.
- F. Fail to ensure that students meet eligibility criteria for participation.
- G. Fail to ensure that the District is protected from liabilities from such activities.
- H. Add or eliminate an extra-curricular program without Board approval.

SL15 Community Pool and Fitness Center

Whereas the Board expects the Community Pool and Fitness Center to be available to the public, and further expects all physically able students to learn to swim;

The Superintendent may not:

- A. Permit the facilities to operate in violation of relevant state statutes and codes.
- B. Permit the facilities to operate with unsafe conditions or without qualified supervision.
- C. Close the pool without Board approval.
- D. Fail to adopt a structured curriculum for swimming instruction.

SL16 School Board Policy: Oriole Park Turf and Track Maintenance Fund

The intent of this Board policy is to provide direction for current and future administrators regarding depositing and removing monies from the Oriole Park Turf and Maintenance Fund.

- A. A school board, either present or future, cannot change this Board policy or remove monies from the Oriole Park Turf and Track Maintenance Fund without having previously communicated its intent to do so at the Annual

Meeting/Budget Hearing in October.

- B. Only a majority vote of the School Board at two (2) consecutive regular monthly School Board meetings can make a change to this rule.
- C. All deposits will be held at the Forward Financial Bank. If the administration should determine a need to transfer funds from Forward Financial Bank to another financial institution, the SBSD Board of Education shall determine and approve all facets of fund transfer prior to the transfer.
- D. The funds will be deposited/transferred into accounts within Forward Financial only by the Finance Manager or the Superintendent.
- E. Funds may only be removed from accounts at Forward Financial Bank by the Finance Manager and/or Superintendent after having been directed to do so by a majority vote of the School Board at two (2) consecutive regular monthly School Board meetings. Funds can be removed from the accounts at Forward Financial Bank for two (2) purposes only:
 - 1. Resurfacing track at Oriole Park.
 - 2. Installation of new Turf Football Field at Oriole Park
- F. In the event that all funds are exhausted in providing a track resurfacing and or installing a new turf, the fund will be closed. If funds remain after both the resurfacing of the track and the installation of a new turf is completed, remaining dollars will remain in the fund to be used on subsequent resurfacing and or turf installation.

The Stanley-Boyd Area School District Board of Education wishes to extend their intent to future school boards that the funds deposited in the Oriole Park Turf and Maintenance Fund be used only for the resurfacing of the track and installation of a new football field at Oriole Park. While we understand there will be times when this money could be used for other maintenance issues at the park or other issues throughout the District, we sincerely hope that our intent to fund a 2nd turf and a track resurfacing will be honored.

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