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Administration

CONCEPTS AND ROLES IN ADMINISTRATION

The Governing Board expects the administration to promote the creation of the best possible educational program and to maintain an environment conducive to learning. The Superintendent shall provide the vision and educational leadership in this effort and shall give top priority to meeting the needs of all students and actively helping teachers raise academic achievement.

The Superintendent or designee shall develop decision-making processes which are responsive to the school community and to the specific needs of individual students. He/she shall provide means by which staff, students and parents/guardians at each school may participate in decisions related to school improvement and matters which the Board identifies as appropriately managed at the school site level. The administration shall provide professional advice to the Board and to citizen advisory committees.

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative & Deliberative Groups)

Within the parameters of law, the Board may employ administrative and supervisory personnel to assist in the effective management of the district. All schools and departments shall form a single administrative system organized so that appropriate decision-making may take place at various levels in accordance with Board policy and administrative regulations. The Board expects the Superintendent to recognize, develop and use the leadership abilities of staff.

The Board desires to give all administrators the authority they need in order to carry out their assigned responsibilities. The Board shall clearly state what it expects of the Superintendent and shall evaluate him/her on how well those expectations have been met. In turn, the Superintendent or designee shall clearly state what is expected of all other administrators and shall evaluate how well those expectations have been met.

(cf. 4300 - Management, Supervisory and Confidential Personnel)

(cf. 4315 - Evaluation/Supervision)

(cf. 4319.3 - Duties of Personnel)

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35028 Qualifications for employment

35031 Term of employment

Administration

CONCEPTS AND ROLES IN ADMINISTRATION (continued)

35160 Authority of governing boards

35160.1 Broad authority of school districts

35161 Powers and duties generally

41401-41407 Teaching and nonteaching certificated employee ratio

Policy
adopted: July 5, 1990

WESTMINSTER SCHOOL DISTRICT
Westminster, California

Administration

ADMINISTRATIVE STAFF ORGANIZATION

The Superintendent shall organize the administrative staff in a manner which best enables the district to provide an effective program of instruction.

(cf. 2230 - Representative and Deliberative Groups)

Authority originates with the publicly elected Governing Board. Through the Superintendent, authority and responsibility are delegated to the administrators and staff.

The Superintendent or designee may adjust staff responsibilities temporarily or permanently to accommodate the workload and/or individual capabilities.

Administration**ORGANIZATION CHART LINES OF RESPONSIBILITY**

The Superintendent shall organize the administrative staff in a manner that best supports the educational program through efficient operations, effective communications, and direct assistance to schools and shall maintain a current district organization chart approved by the Governing Board. The organization chart shall clearly designate lines of primary responsibility and the relationships between all district positions.

The organization chart should clarify working relationships and functions. It is not intended to indicate all the lines of communication and cooperation which must exist to create successful and effective schools.

The Superintendent or designee shall ensure that all personnel understand to whom they are responsible and for what functions. Lines of responsibility should in no way prevent staff members at all levels from collaborating, communicating, and cooperating to develop the best possible school programs and services.

The Superintendent or designee may adjust staff responsibilities temporarily or permanently as needed to accommodate the workload and/or individual capabilities.

(cf. 2120 - Superintendent of Schools)
(cf. 2210 - Administrative Leeway in Absence of Board Policy)
(cf. 2250 - Teacher-in-Charge/Principal's Designee)
(cf. 4119.3 - Duties of Personnel)
(cf. 4144 - Grievances/Complaints)
(cf. 4300 - Management, Supervisory and Confidential Personnel)

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents
 35010 Control of district; prescription and enforcement of rules
 35020 Duties of employees fixed by governing board
 35035 Powers and duties of superintendent

Management Resources:

WEB SITES

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

ACSA: <http://www.acsa.org>

Policy

adopted: July 5, 1990
 revised: April 18, 2002

WESTMINSTER SCHOOL DISTRICT

Westminster, California

Administration

SUPERINTENDENT OF SCHOOLS

The Superintendent is the chief executive officer and educational leader of the district. He/she executes all Governing Board decisions and is accountable to the Board for managing the schools in accordance with the Board's policies. He/she informs the Board about school programs, practices and problems and offers professional advice on items requiring Board action, with appropriate recommendations based on thorough study and analysis.

The Board delegates to the Superintendent the power to make decisions concerning internal operations of the district. The Superintendent may delegate to other school staff any duties imposed upon him/her by the policies or vote of the Board, as far as the law permits. This delegation of power or duty shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

The Superintendent shall have general supervision of all personnel and shall develop and execute consistent, fair and fiscally sound personnel procedures and practices, including an evaluation program for all district employees. He/she shall oversee all financial operations of the district and actively seek out new funding sources for the schools.

The Superintendent shall take an active leadership role in the development and improvement of the instructional program. He/she is expected to create a feeling of unity and enthusiasm among students and staff for the accomplishment of district goals.

The Superintendent shall articulate educational issues and values before the community and other governmental agencies. He/she shall be accessible to community members and shall work with them to further the district's goals and build a strong, positive community attitude toward the school system.

The Board expects the Superintendent to remain current on educational thought and practices by reading educational publications, attending educational conferences, and visiting other school systems in the interest of improving the district's instructional program and overall operation. The Superintendent shall inform the Board and staff of new developments and significant events in the field of education.

(cf. 2122 - Superintendent of Schools: Job Description)

Legal Reference on next page:

Administration

SUPERINTENDENT OF SCHOOLS (continued)

EDUCATION CODE

17604 Delegation of powers to agents; liability of agents

17605 Delegation of authority to purchase supplies, equipment and services; limitations on expenditure

35020 Duties of employees fixed by governing board

35026 Employment of district superintendent by certain districts

35028 Qualifications for employment

35029 Waiver of credential requirement

35031 Term of employment (up to four years)

35032 Salary increases

35033 District superintendent for certain unified school districts (on formation of district)

35034 District superintendent of certain unified districts

35035 Additional powers and duties of superintendent

Policy
adopted: July 5, 1990

WESTMINSTER SCHOOL DISTRICT
Westminster, California

Administration

SUPERINTENDENT'S CONTRACT

The Governing Board shall employ a Superintendent for a term of not more than four years. (Education Code 35031)

The Board shall not enter into a Superintendent's contract without obtaining legal counsel from its own attorney.

Termination of Contract

The Board shall notify the Superintendent no less than 45 days before his/her current contract expires of its intention not to renew the contract. If the above notice has not been given, the Superintendent shall be reelected for a term of the same length as the one completed, under the same terms, and with the same compensation. (Education Code 35031)

The Board shall evaluate the Superintendent's performance early enough to ensure compliance with this notice requirement and any requirements of the existing contract.

The Board does not favor rollover or evergreen contracts and shall not enter into such contracts unless the Board agrees it is in the best interests of the district and the contract's extension is contingent upon a satisfactory evaluation of the Superintendent or designee's performance.

Legal Reference:

EDUCATION CODE

35031 Term of employment

Administration

SUPERINTENDENT OF SCHOOLS: JOB DESCRIPTION

The job of Superintendent entails many complex duties, some specified in law and some assigned by the Governing Board. The Board shall provide the Superintendent with a job description that indicates his/her major responsibilities. These responsibilities and additional duties are further detailed throughout the Board's policies.

The Superintendent may undertake outside professional activities such as speaking and writing, provided that the duties of his/her office receive adequate time and energy and always take precedence over any such outside activities.

(cf. 2120 - Superintendent of Schools)

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents

17605 Delegation of authority to purchase supplies, equipment and services

35020 Duties of employees set by governing board

35026 Employment of district superintendent by certain districts

35028 Qualifications for employment

35029 Waiver of certification requirement

35035 Additional powers and duties of superintendent

48900 Authority of superintendent to recommend suspension or expulsion

Policy
adopted: July 5, 1990

WESTMINSTER SCHOOL DISTRICT
Westminster, California

Administration

EVALUATION OF THE SUPERINTENDENT

In the spirit of sustaining a learning organization, the Governing Board believes an evaluation of the District's operations provides insight into the effectiveness of the Board of Trustees and the Superintendent. This evaluation will also provide the opportunity for the Board Superintendent team to monitor progress toward established annual goals. The Board Superintendent team will examine the strengths of the District and jointly decide on recommendations for improving effectiveness.

The Governing Board also believes that an annual evaluation of the Superintendent's performance strengthens working relationships between the Superintendent and the Board. The evaluation process should clarify the Superintendent's role and give the Board and Superintendent an opportunity to jointly identify immediate priorities among the Superintendent's many responsibilities. Evaluations also should help the Board to monitor progress toward established goals and to set reasonable criteria for salary increases and/or contract extension. The Superintendent's evaluation will focus on the internal operations of the District and his/her performance. The Board's evaluations should include commendations in areas of strength and recommendations for continuous improvement.

Success Indicators

By the first Board meeting in June of each year, the Board and Superintendent shall agree upon a limited number of Success Indicators which shall be used to evaluate the Superintendent's performance. These Success Indicators shall reflect established goals and needs of the District with regard to the educational program, personnel, operations, management, community relations, Board-Superintendent relations, and professional leadership. In order to measure progress toward the stated Goals and Success Indicators, the Board, in consultation with the Superintendent, will schedule a time and place during which the members of the Board will participate in a formal evaluation of the Superintendent. For each Success Indicator, the Board and Superintendent shall identify in writing expected results, and timelines.

Evaluation Process

In November of each year, the Board and Superintendent shall meet in closed session to review the progress made in annual Goals and Success Indicators.

By May of each year, the Board President or designee will develop a written, single evaluation illustrating the Board's collective judgment regarding accomplishments in annual Goals and Success Indicators for the previous year and provide a copy to the Superintendent with all written comments.

Administration

EVALUATION OF THE SUPERINTENDENT (continued)

Additional evaluations may be arranged at any time during the school year at the request of either the Board or the Superintendent.

Legal Reference:

EDUCATION CODE

44660-44665 Evaluation and assessment of performance

GOVERNMENT CODE

54957 Closed session for personnel matters

Policy
adopted: July 5, 1990
revised: September 6, 2001
revised: June 20, 2002
revised: July 21, 2005

WESTMINSTER SCHOOL DISTRICT
Westminster, California

Administration

ADMINISTRATIVE LEEWAY IN ABSENCE OF GOVERNING BOARD POLICY

The Superintendent or designee shall have the power to act, within the parameters of law, in cases where action must be taken and where the Governing Board has not provided guidelines for administrative action. If the action necessitates addition or revision of policies, the Superintendent or designee shall make the necessary recommendations to the Board.

It shall be the duty of the Superintendent or designee to keep the Board president apprised of any action taken in emergency situations as soon as practicable after its occurrence and certainly prior to the Board's next regular meeting. The president shall use his/her discretion in informing the Board before its next regular meeting.

(cf. 9320 - Emergency Special Meeting)

Legal Reference:

EDUCATION CODE

35035 Powers and duties of superintendent

Policy
adopted: July 5, 1990

WESTMINSTER SCHOOL DISTRICT
Westminster, California

Administration

REPRESENTATIVE AND DELIBERATIVE GROUPS

The Governing Board designates employees serving in management and confidential positions as members of the management team.

(cf. 4300 - Management and Confidential Personnel)

The Superintendent or designee shall use the management team, administrative councils, task forces, cabinets, or committees as needed to properly administer Board policies, improve the educational program and assist in district communication.

The membership, composition, and responsibilities of advisory groups shall be defined by the Superintendent or designee and may be changed at his/her discretion. Advisory groups shall channel their advice and recommendations through the Superintendent to the Board.

Expenses incurred for consulting services, materials and travel may be paid from the district's general operating funds only when within budgetary allotments and approved by the Superintendent or designee in advance.

(cf. 1220 - Citizen Advisory Committees)

Administration

SECOND-IN-COMMAND/PRINCIPAL'S DESIGNEE

The Governing Board recognizes that the principal may be absent from the school site in the course of his/her professional duties or for other reasons. Therefore, the Board authorizes the designation of administrative backups and seconds-in-command in order to provide proper supervision and maintain the continuity of the instructional program and school operations.

In the absence of the principal, the teacher designated as second-in-command shall be available if needed. Any decision other than normal and routine actions should be referred to the administrative backup.

The delegation of school site duties shall not relieve the principal of the responsibility for actions by the second-in-command/principal's designee.

The name of the administrative backup and second-in-command shall be kept on file in the school office.

(cf. 5144.1 - Suspension/Expulsion)

Legal Reference:

EDUCATION CODE

7 Delegate of powers

35020 Duties of employees fixed by governing board

35160 Authority of governing boards

35161 Powers and duties generally

44861 Employment of substitute principal

48911 Suspension by principal or designee

CODE OF REGULATIONS, TITLE V

5550-5552 Duties of principals

5600 Duty-free lunch period

Policy

adopted: July 5, 1990

WESTMINSTER SCHOOL DISTRICT

Westminster, California

Administration

CONFLICT OF INTEREST CODE: DESIGNATED PERSONNEL

Financial interest, as defined in Exhibit B of the district's Conflict of Interest Code, must be disclosed by persons designated in Exhibit A of the Conflict of Interest Code.

The Board expects each designated employee to conform to the requirements of the district's Conflict of Interest Code for the position that he/she holds.

(cf. 9270 - Conflict of Interest)

Legal Reference:

GOVERNMENT CODE

1090 et seq. Prohibitions applicable to specified officers

82028 Definitions "Gift"

82030 Definitions "Income"

82033 Definitions "Interest in real property"

82034 Definitions "Investment"

87100 et seq. Conflicts of interest

87200 et seq. Disclosure

87300 et seq. Conflict of interest codes

91000 et seq. Enforcement

Policy
adopted: July 5, 1990

WESTMINSTER SCHOOL DISTRICT
Westminster, California