

BOARD OF DIRECTORS

The Board-Superintendent Relationship

The following communications procedures are established:

Staff Communications to the Board

All communications or reports to the Board or individual Board members from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent. This will not deny any staff member's right to appeal to the Board regarding administrative decisions, provided that the superintendent will have been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's priorities, concerns, and actions.

Visits to Schools

Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the principals of the various schools. Such visits will be regarded as expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of staff, including the superintendent, principals, and other supervisors.

Social Interaction

Staff and Board members share a keen interest in the schools and in education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues, and innovations can be anticipated. Discussions of personalities or staff grievances are not appropriate.

Roles and Responsibilities

The following table illustrates the relative roles and responsibilities of the Board and superintendent:

The board shall:	The superintendent shall:
Select the superintendent and delegate to him/her all necessary administrative powers.	Serve as chief executive officer of the District.
Adopt policies for the operation of the school system and review administrative procedures	Recommend policies or policy changes to the board and develop procedures that implement board policy.
Adopt the instructional program.	Recommend direction for the instructional program and provide leadership in the development, operation, supervision, and evaluation of the educational program.
Approve courses of study.	Recommend courses of study.
Adopt textbooks and teaching materials.	Recommend textbooks and materials.
Approve the annual budget.	Prepare and submit the annual budget.
Elect administrators, principals, and teachers upon recommendation of the superintendent.	Recommend candidates for election as administrators, principals, and teachers.
Review the allocation of certificated and classified staff time as needed.	Assign certificated and classified staff as needed in the District.
Approve contracts for construction.	Recommend contracts for major construction.
Approve payment of vouchers and payroll.	Recommend payment of vouchers and payroll.
Review monthly fiscal reports.	Prepare monthly fiscal reports.
Approve proposed changes of school plant and facilities.	Recommend actions necessary to acquire and maintain school plant and facilities.
Approve collective bargaining agreements.	Coordinate the development of collective bargaining agreements.
Adopt criteria and processes for evaluating staff.	Recommend criteria for evaluating staff.
Appoint citizens and staff to serve on special Board-appointed committees.	Recommend formation of ad hoc citizens' committees and suggest persons to serve on such committees.

**CENTRAL KITSAP SCHOOL DISTRICT
PROCEDURE**

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Serve as final arbitrator for staff, citizens, and students.	Inform the Board of appeals and implement Board decisions.
Appoint an acting superintendent in the event of a vacancy in the superintendency or the incapacity of the superintendent.	Designate an administrator to act in his/her stead while out of the District or otherwise unavailable.
Keep the superintendent informed of community reaction to District programs and assist him/her in avoiding community dissension.	Keep the Board informed of staff, parent, and student concerns.
Counsel with the superintendent when his/her recommendations or actions seem ill-advised.	Inform the Board on issues that may come to the Board, or one of interest to the Board.
Seek the superintendent's counsel on how they may serve more effectively.	Remind the Board members of roles and responsibilities as appropriate.
Refer student, parent, staff, and community concerns to superintendent.	Address concerns referred by board members and report resolution to the board.
	Attend all meetings of the Board, unless excused at own request, except when the superintendent's performance or contract is under consideration.

Adopted: April 10, 1985
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