

**THE LAKE AND PENINSULA SCHOOL DISTRICT**  
**Special Session AGENDA**  
**December 15, 2020, 3:00 PM**

Agenda

1. **CALL TO ORDER**
2. **PLEDGE**
3. **ROLL CALL**
4. **INTRODUCTION OF VISITORS**
5. **EXECUTIVE SESSION: Regarding attorney/client communications related to superintendent search legal risks and options.**
6. **MATTERS IN REGARD TO SUPERINTENDENT SEARCH** 2
7. **FUTURE MEETING DATE AND AGENDA ITEMS**
8. **ADJOURNMENT**

## BP 2000 CONCEPTS AND ROLES

The School 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 Board may employ administrative and supervisory personnel to assist in the effective management of the district. The Board expects the Superintendent to recognize, develop and use the leadership abilities of staff.

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. 0420 - School-Based Management/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 2230 - Representative and Deliberative Groups)*

*(cf. 8000 - Local School Advisory Committees)*

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.

**Note:** *Employment policies affecting management personnel are in the 4300 section of the policy manual.*

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

*(cf. 4315 - Evaluation/Supervision)*

*(cf. 4319-3 - Duties of Personnel)*

Legal References:

### ALASKA STATUTES

[14.08.111](#) Duties (Regional School Boards)

[14.14.110](#) Cooperation with other districts

[14.14.130](#) Chief School Administrator

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## BP 2120 SUPERINTENDENT OF SCHOOLS

**Note:** As of July 1, 1998 school districts are no longer required to hire a superintendent. While hiring of a superintendent is now permissive, AASB recommends that Boards work closely with their legal counsel prior to the selection of an alternative administrative structure.

The Superintendent is the chief executive officer and educational leader of the district. He/she executes all School 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 provides professional advice on items requiring Board action.

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 References:

### ALASKA STATUTES

[14.08.111](#) Duties (Regional School Boards)

[14.14.130](#) Chief school administrator

Revised: 9/98

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## BP 2121 SUPERINTENDENT'S CONTRACT

**Note:** [A.S. 14.14.130](#) allows for the employment of a chief school administrator and permits the Board to employ a chief school administrator by contract. [AS 14.20.130](#) limits the employment contract for the Superintendent to a term of three years. The optional language below may be revised as needed to reflect district philosophy.

The School Board shall employ a Superintendent to serve as its Chief School Administrator for a contract term of not more than three years.

**Note:** "Evergreen" or "roll-over" contracts continually extend the full life of a contract and should be carefully reviewed if considered.

The Board shall notify the Superintendent of its intention not to renew his/her contract early enough to ensure compliance with any notice requirements of the existing contract. Any extension of the life of the contract shall be contingent upon a satisfactory evaluation of the Superintendent's performance.

*(cf. 2123 - Evaluation of the Superintendent)*

Legal References:

### ALASKA STATUTES

[14.14.130](#) Chief School Administrator

[14.20.130](#) Employment of teachers and administrators

Revised: 9/98

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## **BP 2122 SUPERINTENDENT OF SCHOOLS: JOB DESCRIPTION**

The job of Superintendent entails many complex duties, some specified in law and some assigned by the Board. The Board shall provide the Superintendent with a job description that indicates his/her major responsibilities. The Board shall further define the Superintendent's responsibilities and duties through the adoption of Board 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. 2000 - Concepts and Roles)*

*(cf. 2120 - Superintendent of Schools)*

*(cf. 2123 - Evaluation of the Superintendent)*

Legal References:

### ALASKA STATUTES

[14.14.130](#) Chief School Administrator

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## **BP 2123 EVALUATION OF THE SUPERINTENDENT**

The Board 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 Board shall meet with the Superintendent to discuss the evaluation, including commendations in areas of strength and recommendations for improving effectiveness. The Superintendent and Board members shall agree upon and sign an evaluation summary. Additional evaluations may be arranged at any time during the school year at the request of either the Board or the Superintendent.

*(cf. 2121 - Superintendent's Contract)*

The evaluation process shall be reviewed annually to determine whether any of the following steps need improvement:

- 1) Developing or reviewing/revising the superintendent's job description.
- 2) Adopting or reviewing/revising evaluation policy.
- 3) Establishing clear criteria to include progress on district goals.
- 4) Establishing or reviewing/revising the evaluation process.
- 5) Carrying out the evaluation.
- 6) Summarizing the results.
- 7) Discussing the results with the superintendent.
- 8) Developing a plan for growth and improvement.

*(cf. 9321 - Executive Sessions)*

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## **BP 4000 CONCEPTS AND ROLES - ALL PERSONNEL**

The School Board wishes to establish conditions that will attract and hold qualified personnel who will devote themselves to the education and welfare of the students of the district.

The School Board desires that teachers pursue excellence within their profession and may provide incentives to teachers of demonstrated ability and expertise, which will encourage them to stay in the public school system.

The School Board believes that its personnel policies must be developed in cooperation with staff in an atmosphere of mutual faith and good will.

District policies and regulations shall apply only to the extent that they do not conflict with any collective bargaining agreement in effect between the district and its employees.

The School Board affirms its intention to have district policies, regulations and procedures conform to the requirements of state and federal laws and regulations.

The School Board:

- 1) Adopts wage and salary schedules.
- 2) Approves the employment of certificated personnel.
- 3) Determines principles of treatment for employees, such as those in connection with sick leave, leaves of absence, in-service training, retirement, etc., either through the policies and regulations of the district or through negotiations with employee organizations in accordance with law.
- 4) Serves as a court of appeals in cases referred by the Superintendent or designee or which may be appealed by employees directly from the Superintendent or designee's decision, or as specified in adopted employee organization bargaining agreements.

The Superintendent or Designee:

- 1) He/she shall enforce the Bylaws and Policies of the Board, submit for adoption by the Board the annual budget, approve and direct all expenditures within the budget adopted by the Board and prepare with advice of staff and Local School Advisory Committees the annual calendar for adoption.
- 2) Recommends disciplinary action, including suspension and dismissal, against employees whenever there is sufficient evidence warranting any such action.
- 3) With the staff, assigns, directs and supervises the work of all employees with due regard for the individual rights involved.
- 4) Proposes salary schedules for staff members not covered by an employee organization agreement, and advises the School Board throughout negotiations with employee organizations on all matters under negotiations.
- 5) Recommends to the Board certificated personnel for employment.
- 6) Approves classified personnel for employment

*(cf. 6181 - Charter School)*

### **Working Relationships Between School Board and Superintendent or Designee**

The School Board desires to be guided principally by the advice of the Superintendent or designee in regard to its relations with district personnel.

The School Board shall refer direct approaches from employees for School Board action to the Superintendent or designee for his/her consideration and judgment. The School Board shall act as an appeals body only after receiving the recommendation of the Superintendent or designee.

*(cf. 4144 - Grievances /Complaints)*

The Superintendent or designee shall conduct the district's personnel relations with fair and sound practices in accordance with School Board policy.

Legal References:

#### ALASKA STATUTES

- [14.08.101](#) Powers (regional school board)
- [14.08.111](#) Duties (regional school board)
- [14.14.060](#) Relationship between borough school district and borough
- [14.14.065](#) Relationship between city school district and city
- [14.20.095](#) Right to comment and criticize not to be restricted

[23.40.070-23.40.260](#) Public Employment Relations Act (PERA)

[39.25.110](#) Exempt service

Revised: 9/97

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