

## Board /Superintendent Contract Norms and Planner

The success of the district is dependent upon a strong working relationship between the school board and the superintendent. Realizing that the board and superintendent are all individuals who must act in concert for the betterment of the district, this document can be used as a guide to ensure that contract issues do not become a barrier for success.

The following are examples of operational norms and not meant to be a complete list. Each board and superintendent should develop their own norms that supports their culture and will enhance the effectiveness of their ability to serve the students, staff, and community.

### **Superintendent Norms (examples)**

- The superintendent understands the unique needs of the board members and will establish an agreement on the most effective way to communicate with them individually.
- To ensure board members are up to date on district goals, the superintendent will establish a communication plan to report actions taken and progress made on the board goals.

### **Board Norms (examples)**

- The individual board members and Superintendent will develop a strategy for communication that promptly reports any complaints, criticism, concerns or accolades that are shared with them.
- The board agrees to act in conjunction with the Superintendent in training new board members with special consideration given to board members' roles and responsibilities, understanding of Superintendent contract, evaluation process, communication plans, strategic plan, or established board goals.
- The board agrees to stand together behind decisions made by the board even if their initial opinion differed from the majority.

### **Superintendent Contract Calendar Reminders for Board Members**

- June through August:
  - Board and Superintendent hold a retreat to establish and/or reaffirm board goals for the coming year.
  - Determine evaluation criteria, form to be used, process, and evidence for the superintendent evaluation.
  - Determine how the superintendent evaluation will be used to determine the continuation of the superintendent's contract.
- January through February:
  - Conduct a mid-year evaluation and share results with superintendent.

- Decide on contract extension of one year.
- April through June:
  - Conduct the final evaluation and share results.
  - Finalize negotiations for the superintendent contract for the following year.
- No later than June:
  - Contract agreed upon and signed by both the superintendent and board chair.