

GROUND RULES

As the board of education and I begin our working relationship on July 11th, I think it is critical we discuss how we will work together. Over the last nine years of working at the district level, I have followed four simple rules. I would suggest the board and superintendent use the suggestions below as a starting point to develop a strong working relationship. It is recommended that we annually review the ground rules at the organizational meeting to ensure they are still relevant and workable.

1. **NO SURPRISES.** Neither board members nor the superintendent will present information or action items at board meetings without first communicating with the board and superintendent.
2. **DISTINCTION OF DUTIES: Policy vs. Administration.** The board will govern the district through the adoption of board policies. The administration will be responsible for the day-to-day management of the school system within the scope of those policies.
3. **CHAIN OF COMMAND.** Both the board and administration will recognize the chain of command. While there will be occasions when members of the public contact board members directly, it is most beneficial if concerns and complaints are directed to the staff who are responsible for the operation and supervision of the program where the concern exists.
4. **EVALUATION: Formal and Informal.** The board will evaluate the superintendent on a formal basis not less than one time annually. Informal evaluation and feedback will occur on a continuous basis with all board members.

As the board reviews these ground rules, they can be summarized into one word – **communication**. By establishing and maintaining open communication between the board and superintendent, effective governance of the school district will occur.

Board members are asked to consider these rules. If they are acceptable, the board will be asked to adopt them. If, on the other hand, the board wishes to develop different ground rules, please bring your suggestions with you to the meeting.

As the board's employee, I will work to follow the rules the board establishes. In the event that I do not follow the rules, the board should call my attention to that fact. On the other hand, if a board member does not observe the rules, the board, not the superintendent, needs to note that fact. As an employee of the board, I do not feel it is my place to provide oversight and supervision to the board concerning the rules they have adopted.

RECOMMENDED ACTION:

NOTE: While this item could easily be included in the consent agenda, the importance of these rules in the working relationship between board and superintendent is viewed as important enough to ask the board to take the time to review the ground rules during the meeting and to give them approval at that time.

Motion to establish ground rules as listed above for working with the superintendent as discussed and noted in the official minutes of this meeting (if modifications and/or deletions are made they will need to be added to the motion).

Board of Education

Superintendent

785-485-4000

Principal

HS – 785-485-4020
ES – 785-485-4010

Teacher

HS – 785-485-4020
ES – 785-485-4010

Parent/Student

Academic or Discipline
Concern

Principal

Athletic Director

HS & MS – 785-485-4020

Coach/Club Sponsor

Parent/Student

Extra-Curricular Activities/Athletic
Concern