

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

JOINT BOARD POLICIES

CONCEPTS AND ROLES

First Reading 10-18-05
Adopted 11-22-05

BP 2000

The Joint Board of Trustees recognizes that ROP administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to schools as well as the responsible management of LPVROP's resources and personnel.

The board expects ROP administration to provide leadership in developing and implementing the ROP's vision and goals for the educational program and in evaluating and reporting on the ROP's progress toward that vision. ROP administration is expected to help shape the culture and environment of the ROP in a manner that instills confidence in schools, encourages positive relationships with the community, and focuses ROP operations on enhancing student achievement.

The superintendent is the chief executive officer and educational leader of the ROP. As a member of the governance team, he/she shall advise and assist the board in the exercise of its governance responsibilities.

The superintendent is granted the authority to make decisions concerning operations within the parameters of law and board policy. He/she shall be responsible for developing administrative structures and decision-making processes that allow the ROP to fulfill its responsibilities in an efficient manner. The superintendent may delegate to other staff any duties imposed upon him/her by the board. This delegation shall not relieve the superintendent of responsibility for actions taken by his/her designees.

Legal Reference:

EDUCATION CODE

- 35020 Duties of employees fixed by governing board
- 35026 Employment of district superintendent by certain district
- 35028 Qualifications for employment
- 35029 Waiver of credential requirements
- 35031 Term of employment
- 35033 District superintendent for certain districts
- 35034 District superintendent of certain districts
- 35035 Powers and duties of superintendent
- 35160 Authority of governing boards
- 35160.1 Broad authority of school districts
- 35161 Powers and duties generally

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

JOINT BOARD POLICIES

SUPERINTENDENT DUTIES AND RESPONSIBILITIES

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BP 2110

The Joint Board of Trustees desires to establish a productive working relationship with the superintendent and to ensure that the work of the superintendent is focused on student learning and achievement and the attainment of the ROP's vision and goals. The board also desires to provide a fair basis for holding the superintendent accountable. The responsibilities of the superintendent are detailed in law, in the superintendent's contract, and throughout board policies and administrative regulations.

The board shall clarify expectations and goals for the superintendent at the beginning of every evaluation year.

As the chief executive officer of the ROP, the superintendent shall implement all board decisions and manage the instructional and non-instructional operations of the ROP. The superintendent also serves as a member of the ROP's governance team and has responsibilities to support board operations and decision making.

The superintendent may delegate any of his/her responsibilities and duties to other ROP staff, but he/she remains accountable to the board for all areas of operation under the superintendent's authority.

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents

17605 Delegation of authority to purchase supplies, equipment and services

35020-35046 Powers and duties of superintendent

48900 Authority of superintendent to recommend suspension or expulsion

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

JOINT BOARD POLICIES

SUPERINTENDENT GOVERNANCE STANDARDS

First Reading 10-18-05

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BP 2111

The Joint Board of Trustees recognizes that effective ROP governance requires strong collaboration and teamwork with the superintendent. Because the board and superintendent each have their unique roles and responsibilities, both contribute to the responsible governance of the ROP and the quality of education provided to the community's students.

The superintendent is expected to hold himself/herself to the highest standards of ethical conduct and professionalism.

To support the board in the governance of the ROP, the superintendent:

1. Promotes the success of all students and supports the efforts of the board to keep the ROP focused on learning and achievement
2. Values, advocates and supports public education and all stakeholders
3. Recognizes and respects the differences of perspective and style on the board and among staff, students, parents/guardians and the community - and ensures that the diverse range of views inform board decisions
4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior
5. Serves as a model for the value of lifelong learning and supports the board's continuous professional development
6. Works with the board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture
7. Recognizes that the board/superintendent governance relationship is supported by the management team in the ROP
8. Understands the distinctions between board and staff roles, and respects the role of the board as the representative of the community
9. Understands that authority rests with the board as a whole; provides guidance to the board to assist in decision-making; and provides leadership based on the direction of the board as a whole

10. Communicates openly with trust and integrity, including providing all members of the board with equal access to information and recognizing the importance of both responsive and anticipatory communications
11. Accepts leadership responsibility and accountability for implementing the vision, goals, and policies of the district

Legal Reference:
EDUCATION CODE
35020 Duties of employees set by governing board

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JOINT BOARD POLICIES

SUPERINTENDENT RECRUITMENT AND SELECTION

First Reading 10-18-05
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BP 2120

The Joint Board of Trustees recognizes that it has a direct responsibility to select and employ the superintendent. Whenever it becomes necessary for the board to fill a vacancy in the position of superintendent, the board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with ROP needs.

The board shall establish and implement a search and selection process that includes consideration of:

1. The ROP's current and long-term needs, including a review of the ROP's vision and goals
2. The desired characteristics of a new superintendent, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the board wants to place on different abilities, traits and levels of knowledge
3. The scope of the search, including whether to promote from within the ROP or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search
4. The salary range and benefits to be offered
5. Basic elements to be included in the superintendent's contract
6. Whether to hire a professional adviser to facilitate the process
7. How and when to involve the community in certain phases of the selection process
8. The best methods for advertising the vacancy and recruiting qualified candidates
9. The process for screening applications and determining how the screener(s) will be selected
10. Interview questions, processes and participants
11. How and when candidates' qualifications will be verified through reference checks
12. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership

Even if a professional adviser is used to facilitate the process, the board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The board shall select candidates to be interviewed based on recommendations of the screener(s) and the board's own assessment of how candidates meet the criteria established by the board.

The board shall interview preliminary and final candidates in closed session and determine the most likely match for the district.

The selected candidate shall hold both a valid school administration certificate and a valid teacher's certificate. The board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427.

Before offering the position to the selected candidate or making any announcements, board members may visit that candidate's current district, as appropriate, to obtain verification of his/her qualifications.

The board shall deliberate in closed session to affirm the selection of the candidate and shall report the selection in open session.

The board shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

As necessary, the board may appoint an interim superintendent to manage the ROP during the selection process.

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

35026 Employment of superintendent by board

35028 Certification

35029-35029.1 Waiver of credential requirement

35031 Term of employment

44420-44440 Revocation and suspension of certification documents

GOVERNMENT CODE

11135 Unlawful discrimination

12900-12996 California Fair Employment and Housing Act

53260-53264 Employment contracts

54954 Time and place of regular meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

CODE OF REGULATIONS, TITLE 2

7287.6 Terms, conditions and privileges of employment

UNITED STATES CODE, TITLE 29

794 Section 504 of the Vocational Education Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX, 1972 Education Act Amendments

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

106.9 Dissemination of nondiscrimination policy

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JOINT BOARD POLICIES

EVALUATION OF THE SUPERINTENDENT

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BP 2140

The Joint Board of Trustees shall annually conduct a formal evaluation of the superintendent's performance in order to assess his/her effectiveness in leading the ROP toward established goals. The board and superintendent shall establish an appropriate schedule for the annual evaluation process.

Evaluation criteria shall be based on ROP goals and success indicators agreed upon by the board and superintendent prior to the evaluation. The evaluation shall provide commendations in areas of strength, provide recommendations for improving effectiveness, and serve as a basis for making decisions about salary increases and/or contract extension.

Prior to the evaluation, the superintendent shall be responsible for preparing and distributing to the board for its review a report of progress toward ROP goals, the superintendent's self-appraisal of accomplishments and performance, and a review of action taken to address any board recommendations from the previous evaluation. The board shall also review the superintendent's current contract and any relevant board policies.

Each board member shall independently evaluate the superintendent's performance. The board shall determine who will summarize and combine the individual evaluations to create a consensus document and how that consensus document will be formatted. The evaluation shall be a composite of individual board members' opinions, but there shall be only one final evaluation representing the board's collective judgment. This final evaluation shall be provided to the superintendent for his/her response.

The board shall meet in closed session with the superintendent to discuss the evaluation.

The superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance or ROP progress.

The board members and superintendent shall sign the evaluation as evidence that the evaluation has been discussed. The superintendent shall place the evaluation in his/her personnel file.

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JOINT BOARD POLICIES

ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY

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BP 2210

Through Joint Board of Trustees policy, the board tries to anticipate critical policy issues that may affect students and operations. However, the board recognizes that questions may arise in the day-to-day operations of the schools that are not addressed in board policy or administrative regulations. When resolution of such issues demands timely action, the superintendent or designee shall have the authority to act on behalf of the ROP.

If the matter involves a policy decision that is likely to be controversial, or a matter that has a significant impact on student learning or safety, the superintendent or designee shall notify the board president as soon as practicable after its occurrence. The board president shall then inform the board as appropriate.

The board president may schedule a review of the action at the next regular board meeting.

If the action indicates the need for additions or revisions in board policies, the superintendent or designee shall make the necessary recommendations to the board.

Legal Reference:
EDUCATION CODE
35035 Powers and duties of superintendent

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

JOINT BOARD POLICIES

ADMINISTRATIVE STAFF ORGANIZATION

First Reading 10-18-05
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BP 2220

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.

The superintendent shall maintain a current organization chart which designates lines of primary responsibility and the relationships between all ROP positions. Lines of responsibility shall in no way prevent staff members at all levels from collaborating, communicating, and cooperating to develop the best possible programs and provide efficient services.

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

Legal Reference:
EDUCATION CODE
35010 Control of district; prescription and enforcement of rules
35020 Duties of employees fixed by governing board
35035 Powers and duties of superintendent

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JOINT BOARD POLICIES

REPRESENTATIVE AND DELIBERATIVE GROUPS

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BP 2230

The Joint Board of Trustees believes that broad input on operations and policy from staff, parents/guardians, students and members of the public can provide the ROP with a diversity of viewpoints and expertise, help build a sense of ownership of the schools, enhance ROP efficiency, and assist district communications. As desired, the superintendent or designee may establish a management team, administrative councils, task forces, cabinets, or committees in accordance with law.

The membership, composition, and responsibilities of these groups shall be defined by the superintendent or designee. The superintendent or designee may establish, change, or dissolve these groups at his/her discretion.

Groups established by the superintendent or designee shall act in an advisory capacity unless specifically authorized to act on behalf of the superintendent or designee. Advisory groups shall submit their recommendations to the superintendent or designee, who may report the recommendations to the board as appropriate.

Expenses incurred for consulting services, materials, travel or other related operations shall be approved by the superintendent or designee in advance.

Legal Reference:

EDUCATION CODE

35160.1 Broad authority of school districts

45100.5 Senior classified management positions

45256.5 Designation of certain senior classified management positions

GOVERNMENT CODE

3540.1 Definitions

54952 Legislative body, definition