

***1000.2.0***

***Executive Limitations***

**Global Executive Constraint (NEW)**

The superintendent will not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics and practices. Further, the superintendent will abide by all negotiated agreements.

Imprudent means without thought of the consequences and lacking in judgment or caution.

Cross References:

Legal References:

Adoption Date:

**Treatment of Students and Their Parent(s)/Guardian(s) (NEW)**

With respect to interactions with students and their parent(s)/guardian(s), or those applying to be students, the superintendent will not cause or allow conditions, procedures or decisions which are unsafe, untimely, undignified, unlawful or unnecessarily intrusive.

Further, without limiting the scope of the foregoing by this enumeration, the superintendent will not:

1. Elicit information for which there is no clear purpose or necessity.
2. Use methods of collecting, reviewing, transmitting or storing student, parent(s)/guardian(s) information that fail to protect against improper access to the material elicited.
3. Operate facilities without appropriate accessibility and privacy.
4. Fail to establish with students and their parent(s)/guardian(s) a clear understanding of what may be expected from the service offered.
5. Fail to inform students and their parent(s)/guardian(s) of this policy.
6. Fail to provide a way to be heard for persons who believe that they have not been accorded a reasonable interpretation of their protections under this policy.
7. Fail to provide an open, responsive and language-appropriate environment that encourages parent engagement.

Cross References:  
Legal References:  
Adoption Date:

**Working Environment of Staff (NEW)**

With respect to the treatment of paid and volunteer staff, the superintendent will not cause or allow a working environment which is unsafe, unhealthy, undignified, unlawful, not in accordance with negotiated agreements, or contrary to professional or industry standards.

Additionally, without limiting the scope of the foregoing by this enumeration, the superintendent will not:

1. Operate without written personnel rules which:
  - 1.1 clearly set forth work rules for staff;
  - 1.2 provide for effective handling of grievances; and
  - 1.3 protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.
2. Fail to inform staff of this policy.
3. Allow staff to be unprepared to deal with emergency situations.

Cross References:

Legal References:

Adoption Date:

**Financial Condition and Activities (NEW)**

With respect to the district's actual, ongoing financial condition and activities, the superintendent will not cause or allow the development of fiscal jeopardy or material deviation of actual expenditures from Board of Directors priorities established in Ends/Goals policies.

Further, without limiting the scope of the foregoing by this enumeration, the superintendent will not:

1. Expend more funds than have been received in the fiscal year unless revenues are made available through other legal means, such as the use of fund balances and board-authorized transfer of funds from the fund balance.
2. Indebt the organization or create obligations over a longer term than revenues can be safely projected; or fail to establish provisions for modifying obligations in the event of revenue losses.
3. Fail to maintain an unreserved fund balance within the range of three per cent (3%) to five per cent (5%) of the total general fund budget, without board approval.
4. Fail to settle payroll and debts in a timely manner.
5. Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.
6. Use any restricted reserves for any use other than its intended purpose without board approval.
7. Fail to aggressively pursue receivables after a reasonable grace period.
8. Undertake capital building projects without assurance of available funding to complete the project.
9. Receive, process or disburse funds under internal controls that are insufficient under the State of Washington Accounting Manual for Public School Districts.
10. Fail to keep complete and accurate financial records by funds and accounts in accordance with the State of Washington Accounting Manual for Public School Districts.

Cross References:

Legal References:

Adoption Date:

**Financial Planning/Budgeting (NEW)**

Financial planning for any fiscal year or the remaining part of any fiscal year will not deviate materially from Board of Directors' Ends/Goals priorities, risk fiscal jeopardy, or fail to be derived from multi-year considerations.

Further, without limiting the scope of the foregoing by this enumeration, the superintendent will not allow budgeting that:

1. Risks incurring those situations or conditions described as unacceptable in board policy Financial Condition and Activities; see policy 1000.2.3.
2. Omits credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
  - 2.1 Plans for the expenditure in any fiscal year of more funds than are conservatively projected to be available during the year.
  - 2.2 Fails to reflect anticipated changes in student enrollment and employee compensation, including inflationary adjustments, step increases, performance increases and benefits.
3. Provides less for board prerogatives during the year than is set forth in the Cost of Governance policy; see policy 1000.3.8.
4. Is not in a summary format understandable to the board and presented in a manner that allows the board to understand the relationship between the budget and the Ends priorities for the year.

Cross References:

Legal References:

Adoption Date:

**Asset Protection (NEW)**

The superintendent will not cause or allow district assets to be unprotected, inadequately maintained or unnecessarily risked. Further, without limiting the scope of the foregoing by this enumeration, the superintendent will not:

1. Fail to insure to an adequate level against theft and casualty losses and liability losses to board members, staff and the organization itself. These protections shall be at least the average for comparable school districts.
2. Allow un-bonded personnel access to material amounts of funds.
3. Subject plant and equipment to improper wear and tear or insufficient maintenance.
4. Unnecessarily expose the organization, its board or staff to claims of liability.
5. Fail to make background inquiries and checks prior to hiring any paid personnel or retaining volunteers who have unsupervised contact with students.
6. Fail to protect intellectual property, information and files from loss or significant damage.
7. Fail to properly preserve and dispose of all records related to affairs or business of the district.
8. Compromise the independence of the board's audit or other external monitoring or advice.
9. Through serious misconduct endanger the district's public image, credibility, or its ability to accomplish Ends/Goals.

Cross References:

Legal References:

Adoption Date:

**Public Access to Facilities (NEW)**

The superintendent shall not unreasonably deny the public's use of facilities as long as student safety, student functions, and the instructional program are not compromised.

Cross References:  
Legal References:  
Adoption Date:

**Emergency Superintendent Succession (NEW)**

In order to protect the board from sudden loss of superintendent services, the superintendent will not fail to have administrators sufficiently familiar with board and superintendent issues and processes who are able to take over with reasonable proficiency until an interim successor is appointed.

Cross References:

Legal References:

Adoption Date:

**Compensation and Benefits (NEW)**

The superintendent will not jeopardize the fiscal integrity or the public image of the district with respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers. Furthermore, the superintendent will not change the superintendent's own compensation and benefits.

Cross References:

Legal References:

Adoption Date:

**Communication and Support to the Board (NEW)**

The superintendent shall not fail to appropriately inform and support the board in its work.

Further, without limiting the scope of the foregoing by this enumeration, the superintendent will not:

1. Neglect to submit required monitoring data in a timely, accurate, understandable and factual fashion, directly addressing provisions of board policies being monitored and justifying the superintendent's interpretation; see policy Monitoring Superintendent Performance 1000.4.4.
2. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the board.
3. Neglect to submit decision information required periodically by the board or fail to inform the board of relevant trends.
4. Fail to advise the board of any incidental information it requires, including anticipated media coverage, anticipated or pending lawsuits and material internal changes, and significant changes in district policies or programs.
5. Fail to advise the board if, in the superintendent's opinion, the board is not in compliance with its own policies, particularly in the case of board behavior which is detrimental to the work relationship between the board and the superintendent; see Governance Process 1000.3 and Board-Superintendent Linkage 1000.4.
6. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three (3) types: monitoring, decision preparation, and other.
7. Fail to provide a workable mechanism for official board, board officer or board committee communications.
8. Fail to deal with the board as a whole, even when fulfilling individual requests for information or responding to officers or committees duly charged by the board.
9. Fail to supply for the board's consent agenda, along with applicable monitoring information, all decisions delegated to the superintendent, but which are required by law, regulation, or contract to be board-approved.

Cross References:

Legal References:

Adoption Date: