

**Addison Northeast Supervisory Union and Member School Districts
(Bristol, Lincoln, Monkton, Mt. Abraham Union High, New Haven,
Starksboro)
Boards of Directors' Policy**

Policy Area: Board Procedures: C2

Policy Subject: Executive Limitations

Policy Title: 2.0. Global Executive Constraint

- The Superintendent shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, unsafe, imprudent, or in violation of adopted policies or commonly accepted public school and professional ethics and practices.

Policy Title: 2.1. Treatment of Current or Prospective Students and Parents/Guardians

- With respect to interactions with currently enrolled students and parents/guardians or those applying to be students and their parents/guardians, the Superintendent shall not cause or allow conditions, procedures, or decisions that are inequitable, unsafe, untimely, undignified, or unnecessarily intrusive.
- Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:
 1. Elicit information for which there is no clear need.
 2. Use methods of collecting, reviewing, transmitting, or storing student/family information that fail to protect against improper access to the material elicited.
 3. Fail to operate facilities with appropriate accessibility and privacy.
 4. Fail to establish with students and their parents/guardians a clear understanding of what may be expected and what may not be expected from the educational service offered.
 5. Fail to inform students and parents/guardians of this policy or to provide a way to be heard for persons who believe they have not been afforded a reasonable interpretation of their protections under this policy.

Policy Title: 2.2. Treatment of Staff

- With respect to the treatment of paid and volunteer staff, the Superintendent shall not cause or allow conditions that are unfair, undignified, disorganized, or unclear.

- Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:
 1. Operate without written personnel rules that (a) clarify rules, evaluation procedures, and job responsibilities for staff (b) provide for effective handling of grievances, and (c) protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.
 2. Retaliate against any staff member for non-disruptive expression of dissent.
 3. Fail to acquaint staff with the Superintendent's interpretation of their protections under this policy.
 4. Allow staff to be unprepared to deal with emergency situations.
 5. Violate any provisions of any negotiated contracts.

Policy Title: 2.3. Financial Condition and Activities

- With respect to the actual, ongoing financial condition and activities, the Superintendent shall not cause or allow the development of financial jeopardy or material deviation of actual expenditures from board priorities established in Ends policies.
- Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:
 1. Expend more funds in total than have been anticipated in the fiscal year budget unless required to provide federal and state mandated services to students or to meet emergency repair needs of the facilities or grounds.
 2. Conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain otherwise unencumbered revenues within thirty days.
 3. Fail to settle payroll and debts in a timely manner.
 4. Allow tax payments or other government-ordered payments or filings to be made in an untimely or inaccurate manner.
 5. Make an unbudgeted single purchase or commitment of greater than \$15,000, excluding special education services. Splitting orders to avoid this limit is not acceptable.
 6. Acquire, encumber, or dispose of real property.
 7. Fail to aggressively pursue receivables after a reasonable grace period.
 8. Fail to provide oversight to procedures in the business office that ensure accountability.

Policy Title: 2.4. Financial Planning and Budgeting

- The Superintendent shall not cause or allow financial planning for any fiscal year or the remaining part of any fiscal year to deviate materially from the Board's Ends priorities, risk financial jeopardy, or fail to be derived from a multi-year plan.
- In addition, there will be no financial plans that:
 1. Risk incurring those situations or conditions described as unacceptable in the board policy 2.3 "Financial Condition and Activities".
 2. Omit credible projection of revenues and expenses, separation of capital and operational items, disclosure of planning assumptions, and tax implications.

Policy Title: 2.5. Emergency Superintendent Succession

- To protect the Board from sudden loss of Superintendent services, the Superintendent shall not permit there to be fewer than two other executives sufficiently familiar with board and Superintendent issues and processes to enable either or both to take over with reasonable proficiency as an interim successor.

Policy Title: 2.6. Asset Protection

- The Superintendent shall not cause or allow school district assets to be unprotected, inadequately maintained, or unnecessarily risked.
- Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:
 1. Fail to insure against theft and casualty losses to at least 80 percent of replacement value and against liability losses to board members, staff, and the organization itself in an amount greater than the average for comparable organizations.
 2. Allow un-bonded personnel access to material amounts of funds.
 3. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
 4. Unnecessarily expose the organization, its board, or its staff to claims of liability.
 5. Make any purchase wherein normally prudent protection has not been given against conflict of interest.
 6. Fail to protect intellectual property, information, and files from loss or significant damage.
 7. Receive, process, or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards.

8. Compromise the independence of the board's audit or other external monitoring or advice, such as by engaging parties already chosen by the board as consultants or advisors.
9. Endanger the organization's public image, its credibility, or its ability to accomplish ends.
10. Change the organization's name or substantially alter its identity in the community.

Policy Title: 2.7. Compensation and Benefits

- With respect to employment, compensations, and benefits to employees, consultants, contract workers and volunteers, the Superintendent shall not cause or allow jeopardy to financial integrity or to public image.
- Further, without limiting the scope of the foregoing by this enumerations, the Superintendent shall not:
 1. Change the Superintendent's own compensation and benefits.
 2. Promise or imply permanent or guaranteed employment.
 3. Establish current compensation and benefits that deviate materially from the negotiated contract or the geographical or professional market for the skills employed.
 4. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.

Policy Title: 2.8. Communication and Support to the Board

- The Superintendent shall not cause or allow the board to be uniformed or unsupported in its work.
- Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:
 1. Neglect to submit monitoring data required by the board (see policy 3.4 on monitoring Superintendent performance) in a timely, accurate, and understandable fashion, directly addressing the provisions of board policies being monitored.
 2. Fail to report in a timely manner any actual or anticipated noncompliance with any policy of the board.
 3. Neglect to submit unbiased decision information required periodically by the board or let the board be unaware of relevant trends.

4. Let the board be unaware of any significant incidental information it requires, including anticipated media coverage, threatened or pending lawsuits, and material internal and external changes.
5. Fail to advise the board if, in the Superintendent's opinion, the board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of board behavior that is detrimental to the working relationship between the board and the Superintendent.
6. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.
7. Fail to provide a workable mechanism for official board communications.
8. Fail, when addressing official business, to deal with the board as a whole.
9. Fail to supply for the board's consent agenda, along with applicable monitoring information, all decisions delegated to the Superintendent yet required by law, regulation, or contract to be board-approved.

	Bristol	Lincoln	Monkton	Mt. Abraham	Beeman	Robinson
Date Warned	11/16/10	11/16/10	11/16/10	10/19/10	11/16/10	11/16/10
Date Adopted	12/13/10	12/20/10	12/9/10	11/9/10	12/14/10	12/8/10