

BOARD-SUPERINTENDENT RELATIONSHIP

The superintendent shall be the chief executive officer and shall be responsible for the professional leadership necessary to translate the will of the Board into administrative action.

The superintendent shall be responsible for all aspects of district operation and for such duties and powers pertaining thereto as directed or delegated by the Board, and to develop such procedures and regulations as he/she considers necessary to ensure efficient operation of the district.

The Board expects that the superintendent is professionally able and possesses outstanding qualities of leadership, vision and administrative skill and that the superintendent will implement all Board policies in good faith.

The superintendent can expect that the Board will respect the superintendent's professional competence and extend to him/her full responsibility for implementation of Board policy decisions.

The Board holds the superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about district operations. Any communication between the Board and Superintendent that directs the Superintendent's actions on policy implementation or district management needs to be done either in open public meeting or if it is on an urgent nature, communicated to all Board members in the same manner.

Individual Board members can request information from the Superintendent pertinent to policies and operations of the district. Individual Board members can provide information to the Superintendent pertinent to the operation of the district. Individual Board members cannot direct the Superintendent or Staff outside of open public meetings except as required for the duties of the Board President and Board Secretary as outlined in Policy BCB.

The Superintendent shall be given a formal evaluation by the Board in a regularly agendized, open meeting no less than one time per each school year that they are employed by the School Board (See NRS 241.031). The Board may, at their discretion, but not less than once during the year, informally evaluate the Superintendent at any time during the school year in order to develop the formal year-end evaluation. The purpose of this review is to promote continuous improvement, provide ongoing support and accountability, and ensure that the evaluation process remains an active component of the district's leadership development rather than a single annual compliance activity. Informal evaluations will not be used by the Board in any other manner.

Legal Reference(s): NRS 241.031

Evaluation Process and Tools

The Board and Superintendent shall review the evaluation tool during the year-end evaluation process. The evaluation tool and processes are to be fair, collaborative, objective, and meaningful. Any revisions to the tools shall be approved by the Board during a properly agendized open meeting before the beginning of the evaluation period.

The Superintendent shall complete a self-assessment prior to the year-end evaluation and provide it directly to the Board for review. This self-assessment may include supporting documentation and evidence demonstrating progress toward performance standards and district goals. This assessment should be taken into consideration by the Board.

Each Board member will allocate sufficient time and thoughtful consideration to each performance standard. When a Board member ranks the Superintendent as either “Exceeds Expectations,” or “Does Not Meet Expectation,” the rating must be supported by relevant information, evidence, or feedback. Supporting information may be provided in writing or through a direct discussion with the Superintendent. A Board member may indicate that supporting feedback was provided directly to the Superintendent without restating the substance of that discussion in the written evaluation. Comments supporting all other ratings are encouraged.

Board members shall:

- Conduct the evaluation process in a respectful, objective, and professional manner.
- Evaluate performance based on established standards, measurable outcomes, and documented evidence rather than personal opinions or individual characteristics.
- Consider multiple sources of relevant documentation and data when assessing performance.
- Recognize and acknowledge areas of demonstrated strength and effective leadership.
- Address areas requiring improvement with constructive, objective, and solution-oriented feedback.
- When improvement is warranted, provide clear recommendations and identify specific actions or strategies that support professional growth.

The Secretary to the Board shall collect all completed evaluation forms, compile the individual ratings and comments into a summary report, and provide the report to the Board prior to the evaluation meeting.

The Board shall conduct the evaluation meeting in accordance with applicable Nevada law, including open meeting requirements and personnel-related exceptions where applicable. During this public meeting, the Superintendent is encouraged to ask any clarifying questions to further understand ratings or unclear language. Board members are encouraged to provide fair and honest feedback.

The Board shall vote on the final overall rating for the Superintendent evaluation. The final evaluation shall represent the official action of the Board and shall not be considered the opinion of any individual Board member.

***BOARD-SUPERINTENDENT RELATIONSHIP – ADMINISTRATIVE
REGULATIONS***

**Lyon County School District
BOARD ASSURANCES TO THE SUPERINTENDENT**

- Follow proper protocols with respect to communication.
- Let the Superintendent do his job – not direct him like a puppet.
- Be honest and open with the Superintendent.
- Support the schools and staff within their communities.
- Treat recommendations by administrative staff with respect.
- Provide clear expectations for the Superintendent and reinforce those with meaningful evaluations.
- Dress to business casual standards as appropriate to the event.

**Lyon County School District
SUPERINTENDENT ASSURANCES TO THE BOARD**

- Keep kids first!
- Promote a safe and positive environment/culture.
- Focus on curriculum, instruction and assessment.
- Effectively communicate with the Board, staff, students and parents/community members in an open, honest, transparent and positive manner.
- Have visible presence at District schools.
- Treat all Board members equally.
- Work collaboratively with all stakeholders in promoting continuous improvement.

LCSD Trustee/Superintendent Communication Protocol

The Superintendent or his assistant will notify all trustees about any high profile incidents (emergency, accident, etc.).

Any request for information that involves time and research to produce a document will be provided to all trustees. All other simple requests will be provided to the requesting trustee.

As individual trustees contact cabinet members or administrators requesting information or answers, they will also notify the superintendent about the request.

Unless an emergency exists, as individual trustees receive formal complaints or information from stakeholders, they will first respond by asking if they have spoken to the site administrator/supervisor or superintendent respectively. If the individual trustee communicates directly with the site administrator/supervisor about the complaint or information, they will also inform the superintendent. Otherwise, the trustee will forward the complaint or information directly to the superintendent.

*In order to respect each other's personal and family time, communication on the weekends will be limited to emergency situations, so far as is feasible.