

Administrative Advisory Team

In the unfortunate event of an extended period of time that a superintendent is absent from the Davenport School District due to an untimely resignation, a prolonged illness or injury, or other personal matter, the Davenport School Board of Directors (board) may appoint an Administrative Advisory Team (AAT) as *interim advisors* of the district. This team will carry out the administrative duties of the district until the superintendent can return to his/her duties or a suitable replacement can be found. The formation and/or implementation of this team is by no means intended to be a long term replacement, but instead a temporary administrative body that is put in place in order to manage the day to day operations of the district during extenuating circumstances.

The purpose of these guidelines is to:

- I. Confirm the role of the Board of Directors and Interim Superintendent,
- II. Define the personnel who will make up the Administration Advisory Team and delegate which tasks will be performed by which members of the team,
- III. Provide procedures for specific issues that may arise.

Roles and Responsibilities

A. Board of Directors

This policy shall in no way alter any director's overall responsibility. Members of the school board are state officers responsible for governing the local school district, a political subdivision of the state. The board is a policy making body and, within the framework of state law, exercises complete control over the educational and financial affairs of the school district. Among its numerous duties, the board adopts an annual budget and approves all expenditures; employs personnel; approves all contracts, curriculum textbooks and courses of study; and makes decisions on school sites, building plans and construction contracts. School board members have no power to act individually in the name of the board.

The board recognizes that it has a continuing obligation to the patrons of the Davenport School District to plan the best possible program of education and to expend revenues wisely while this policy is activated. The board also recognizes it has a unique function to interpret the schools to the community and the community to the schools and will need to support the Administrative Advisory Team during this time.

1. : The board chair shall continue with all duties associated with that role including board spokesperson, setting board meeting agendas, etc.

In addition, at such times as the Administrative Advisory Team Policy is activated the chairman shall be responsible for communicating information from the board liaison to the other directors unless s/he chooses to delegate that responsibility. The chair will also be responsible for communicating appropriate matters from the Interim Superintendent to the board.

The chair shall have the authority to appoint a replacement board liaison, with board approval, in the event the original board appointed liaison is no longer able to fulfill his/her role or is no longer representing the board.

2. Directors: All directors shall continue with their same local responsibilities such as legislative representative, WIAA representative, district interview team, curriculum committee, health and wellness committee (Policy 6700), and other previously assigned committee positions, etc. Individual board members shall

assume additional roles as requested by the chair and agreed to by that member (Policy 1220).

The board will appoint one director to act as the liaison between the Administrative Advisory Team and the board who shall represent the Board of Directors. In general the board liaison's responsibilities shall include acting as a conveyor of information from the AAT (reports, budget, concerns, etc.) to the board and relaying information from the board to the AAT.

3. Board Liaison: The board liaison will attend the weekly Administration Advisory Team meetings. The liaison's primary role will be to represent the wishes of the full board at AAT meetings. The board liaison will communicate the content of each team meeting to the board chair within 24 hours after each team meeting, or as soon as possible thereafter, and follow-up with written minutes to the chair if requested.
 - a. Personnel issues – The board liaison will not hear personnel and student discipline issues until the issue is brought to the full board.

B. Interim Superintendent:

The Office of the Superintendent of Public Instruction (OSPI) requires that every school district have an appointed superintendent. The board shall appoint a full-time district employee to act as the Interim Superintendent.

The appointed Interim Superintendent shall have fewer responsibilities than a "traditional" Interim Superintendent, in that the AAT shall be dividing the superintendent responsibilities amongst the team members.

The appointed Interim Superintendent shall be responsible for carrying out the management responsibilities of a superintendent as required in state and federal law, including communicating with OSPI, attending meetings pre-approved by the board such as WASA seminars or conferences on behalf of the district as its superintendent, filing reports that need a superintendent's signature, speaking with the news media regarding management of the district, acting as Secretary to the Board, and other duties as agreed to by the board.

1. The Interim Supt. shall prepare and distribute AAT meeting agendas based on input from team members, transcribe notes from meetings so that team members will be have a document of what decisions were made, who will be responsible for implementing each action decision, and a time to report back to the team when applicable.
2. Personnel issues - If the Interim Supt. believes that the ESD, district's insurance agency(ies), and/or attorney should be contacted regarding issues relating to personnel, the Interim Supt. shall notify the board chair either before the contact or as soon as possible thereafter.
3. Non-personnel issues – If the district's attorney or insurance agencies need to be contacted regarding a potential claim or potential litigation, the Interim Superintendent shall notify both the board chair and vice-chair as soon as possible.

C. Team Members

The Administrative Advisory Team will consist of all building principals, the business manager, the facilities manager and a single director from the Board of Directors. One full-time district employee shall be approved by the board as the Interim Superintendent.

This team will meet weekly, or more often if deemed necessary, to discuss, plan, and carry out the necessary management operations of the district. At any time, the AAT may request that other individuals attend and participate in the team meetings. Like all administrative meetings, these meetings will not be open to the public. Opportunities for public comment on appropriate district issues will continue to be provided at the Board of Directors' meetings.

1. Business Manager: In the event the Board of Directors appoints the Business Manager as the Interim Superintendent, the Business Manager will be asked to assume responsibility for the items specified in Section I.B.

In the event another position is selected as the Interim Superintendent, the Business Manager will accept other responsibilities as determined by the board or team.

2. Building Principals: In the event the Board of Directors appoints the Administrative Advisory Team to manage the day-to-day operations of the school district, in addition to his/her everyday duties as educational leaders of his/her building, all building principals will assume the following responsibilities:
 - a. Appoint a "Lead Teacher" in each building, if none has been previously appointed, to assist the principal in carrying out administrative duties. This shall be done in accordance with the requirements, if any, specified in the Davenport Education Association bargaining contract.
 - b. Be available to assist with principal duties in another building during times when the respective principal is not available or the required task may not be appropriate for the said principal to carry out. For example, if a staff member, student or parent has concerns or complaints regarding a decision involving their student that was made by their own building principal, the next step, shall be a hearing with a non-supervisory principal who shall serve in the superintendent's role for this step.
 - c. Other tasks as determined by the board or team.

In the event that the Board of Directors appoints a Principal as the Interim Superintendent, the board shall determine whether a "Lead Teacher" shall be sufficient to assist the principal or whether an additional position shall be approved to cover all or a portion of the principal responsibilities. The Interim Superintendent/Principal will assume the responsibility for the items specified in Section I.B..

3. Director of Plant Operations: In the event the Board of Directors appoints the Director of Plant Operations as the Interim Superintendent, the Director of Plant Operations will be asked to assume responsibility for the items specified in Section I.B.

In the event another position is selected as the Interim Superintendent, in addition to the daily duties already assigned, s/he will attend the weekly committee meetings, and assume additional duties as requested by the board or delegated by the team.

Cross Reference: Policy 1220
1240

Board Officers and Duties of Board
Members
Committees

Legal References:

- 28A. 320.015 School board of directors – Powers Notice of Adoption of Policy
- 28A.330.200 Organization of board – Assumption of Superintendent’s duties by board member, when
- 28A.330.210 Notice to ESD Superintendent of Change of Chairman or Superintendent
- 28A.330.240 Employment Contracts