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| Book                | Policy Manual                                     |
| Section             | READY FOR 2-10-2026                               |
| Title               | Copy of BOARD-DISTRICT ADMINISTRATOR RELATIONSHIP |
| Code                | po1210 REVISED                                    |
| Status              |   |
| Adopted             | December 8, 2015                                  |
| Last Revised        | February 10, 2026                                 |
| Prior Revised Dates | 3/8/2022  |

#### 1210 - **BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP**

The Board believes that, in general, it is the primary duty of the Board to establish policies and that of the District Administrator to administer such policies. Policy should not be originated or changed without the input or recommendation of the District Administrator. The District Administrator should be given the latitude to determine the best method of implementing the policies of the Board.

The District Administrator, as the ~~chief administrative officer~~ **administrative head** of the District, is the primary professional advisor to the Board. **As such, the District Administrator** ~~S/He~~ is responsible for the development, supervision, and operation of the school program and facilities, including the development of administrative guidelines consistent with Policy 1230.01 - Development of Administrative Guidelines. The Board shall retain oversight of any administrative guidelines established by the District Administrator to implement Board policy.

The District Administrator and those administrators directed by the District Administrator shall attend all Board meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

In the interests of promoting and maintaining a healthy and productive work environment, the District Administrator shall report to the Board President any information regarding Board member conduct in violation of Policy 3362.01/**Policy 4362.01** - Threatening Behavior Toward Staff Members, ~~Policy 4362.01 - Threatening Behavior Toward Staff Members~~, or Bylaw 0144.5 - Board Member Behavior, **Communications**, and Code of Conduct. If such a report involves the Board President, the Board Vice-President shall be notified.

The Board is responsible for determining the success of the District Administrator, in meeting the goals established by the Board, through annual evaluation of the District Administrator's performance. **As the administrative head of the District, the District Administrator may delegate duties and responsibilities, including those contained in Board policy, to appropriate members of the staff. Those staff performing such duties and responsibilities shall be held accountable by the District Administrator for their performance as employees of the District. [X] The Board shall hold the District Administrator accountable for the administration of the District, actions taken by the District Administrator, and the District Administrator's personal behavior. (See Policy 1240 - Evaluation of the District Administrator)**

**[X] Individual Board members who receive communications regarding matters within the purview of the administration including, but not limited to, personnel concerns or student/parent concerns, shall immediately refer concerns to the District Administrator, or if the concern relates to the District Administrator, to the Board President.**

Revised 1/9/18

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**Last Modified by Coleen Frisch on January 20, 2026**