

## **B/SL-3: ACCOUNTABILITY OF THE SUPERINTENDENT**

**Adopted:** 07/26/00

**Revised:** 11/20/00; 11/13/03; 03/13/06; 11/29/11; 09/22/16  
05/25/17

*Board of School Trustees*

**CLARK COUNTY SCHOOL DISTRICT**

The Superintendent is the Board's only link to operational achievement and conduct so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Superintendent.

Accordingly, except for the Board Office staff, Superintendent's Liaison to the Board of Trustees, and Executive Assistant to the Board:

1. The Board may communicate with, but generally shall not give instructions to or request reports, information, or actions from persons who report directly or indirectly to the Superintendent, except as designated in the following Services Offered to the Board by Board Staff. The below is not all inclusive.
  - A. District Information (helpful to families/community, etc.)

The following can be automatically sent to Trustee's individual e-mail lists without Trustee approval each time (after first approval):

    1. The Week Ahead (weekly publication sent from the Communications Office.
    2. Information regarding vacancies on Board committees (as necessary and applicable).
    3. Information regarding upcoming special Board events (community linkage meetings, town halls, etc.).
    4. Fast Facts (each time it is updated).
    5. Link to the annual Back to School Reporter.
    6. Link to District Locator Maps.
  - B. Monthly Family and Constituent Meetings
    1. Have secretary call to secure a host school within the Trustee's individual district.
    2. Contact presenters, as requested.
    3. Offer suggestions for topics.
    4. Prepare meeting agenda.
    5. Prepare and send ParentLink message.
    6. Work with the Communications Office for news release.
    7. Post meeting agenda on Trustee's individual Web page.
    8. Have secretary attend meeting.

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9. Prepare sign-in sheets and maintain database of contact information.
  10. Have secretary prepare minutes of meetings and send out to families/constituents, principals and others, as requested (after Trustee approval).
  11. Post minutes on the Trustee's individual Web page.
  12. Schedule a Web-based family and/or town hall meeting.
  13. Schedule a phone and/or town hall meeting.
- C. Town Hall Meeting (Community Linkage, 3 or fewer Trustees, held 1-3 times per year)
1. This is a meeting with a target audience within the Trustee's individual district (not an official Board meeting).
  2. Preparation as above (monthly family and constituent meetings).
- D. Individual Monthly Newsletters
1. Prepare monthly newsletters.
  2. Use the second page that is provided each month.
  3. Use the additional information page that is provided each month.
- E. Contact Families/Constituents
1. Contact families/constituents with answers or responses from Trustees or District staff, as requested.
  2. Schedule meetings with Trustees and families/constituents.
  3. Assists Trustees with preparation of meetings (documents, research, etc.)
  4. Prep room prior to meeting.
  5. Contact schools on behalf of Trustee for family/constituent concerns.
- F. Contact Elected Officials
1. Contact elected officials, as requested.
  2. Schedule meetings with invited parties.
  3. Assist Trustees with preparation of meetings (documents, research, etc.)
  4. Prep room prior to meeting.
- G. Translation Services
1. Make arrangements for District interpreters at meetings and/or events, when necessary.
  2. Make arrangements with District translators for document translation.

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H. Miscellaneous

1. Agenda Review Meetings
  - a. On a rotating basis, a Trustee will be scheduled to meet with the Board President and Superintendent to review regular meeting agendas prior to the meeting.
2. Board Meetings
  - a. Schedule meetings as necessary.
  - b. Prepare meeting agenda, including distribution.
3. Board meeting minutes
  - a. Receive an electronic copy of Board meeting minutes prior to placement on a meeting agenda.

I. Calendar

1. Assigned secretary will maintain Trustee calendar on InterAct or other calendars.

J. Certificates/Proclamations

1. Assigned secretary will prepare a certificate/proclamation at Trustee's request.

K. Conference Calls

1. Conference calls with numerous attendees can be arranged by any Board Office staff member.

L. Conference Room Availability

1. Trustees have an assigned conference room in the Administrative Center and the Education Center for meetings (contact Board Office staff to reserve).
2. Meeting locations can also be arranged at other District venues.

M. Correspondence

1. Assigned secretary will prepare correspondence to families/constituents or others relating to School Board business, as requested.
2. Assigned secretary will reply to invitations.

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- N. Electronic Storage
  - 1. Electronic storage of any official school business document(s) is available.
  
- O. Events (local)
  - 1. Assigned secretary will RSVP to events.
  - 2. Prepare map to event via Google or MapQuest, upon request.
  - 3. Arrange for parking at events, upon request.
  - 4. Request a Speaking Engagement Request be sent in advance of an event.
  
- P. Event Planning
  - 1. Plan for Oath of Office meeting.
  - 2. Prepare invitation, create mail list and send invitations out.
  - 3. Arrange for refreshments.
  - 4. Arrange for student entertainment and ROTC.
  - 5. AZAC Luncheon.
  - 6. Plan luncheon.
  - 7. Prepare invitation; invite commission, Trustees, Superintendent, and staff.
  
- Q. Graphics
  - 1. Order business cards.
  - 2. Create newsletter templates.
  - 3. Create signs for meetings.
  - 4. Other items as requested.
  
- R. Governance Manual Updates
  - 1. Update manual when requested.
  
- S. InterAct
  - 1. Training.
  - 2. Customize InterAct desktop (could include, but not limited to, icons for phone messages, urgent e-mails, office mail, etc.).

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T. List of Trustee School Information

1. This list will have names of the individual Trustee's schools, principals, and phone numbers. Also, includes names of school associate superintendents, performance zones, and their phone numbers. This will be kept up-to-date.

U. Mail

1. Assigned secretary will open and process mail from USPS and District offices.

V. Media

1. Request District photographer for various individual Trustee events.
2. Request District photographer at events of full Board.
3. Work with Communications Office for news releases, Web postings, and media requests.

W. Mileage

1. Preparation of monthly mileage expense forms.
2. The Board will not evaluate, either formally or informally, any staff other than the Superintendent.
3. The Board shall view Superintendent performance as identical to organizational performance so that measurable and appropriate organizational progress toward the Board stated Vision, Strategic Imperatives, Pledge of Achievement, and other support strategies would be viewed as successful Superintendent performance.