

Superintendent Contract Approval and Disclosure Guidelines

Introduction: These guidelines are an effort to help both School Boards and School Superintendents with the process of appropriately and respectfully sharing the conditions of superintendent's employment contracts with local stakeholders. Minnesota's public schools have a commitment to open governance and appropriate public disclosure of information. Our schools also have a legal obligation to respect the privacy rights of public employees.

School Boards want to attract the best possible leaders for their school systems and recognize the need to provide an employment atmosphere that will encourage qualified persons to seek and hold the position of Superintendent in their district. Superintendents recognize that their role as CEO of a School District, and the contract for this service, are of interest to the public and to their governing board members.

Assumptions

The following assumptions are generally accepted in regard to the employment of Superintendents and the work of School Boards:

- Minnesota and its children benefit from top quality leadership for Minnesota's public schools. It is in our best interest to attract and retain the most capable leaders.
- Leadership and governance of public institutions, including schools, are recognized as being both rewarding and challenging.
- A major responsibility of a local School Board is the hiring and retention of the Superintendent of Schools.
- The contract of a Superintendent is a limited term contract without the benefit of the continuing contract Statute, which affords tenure protection to other professional educators.
- It is the obligation of our School Boards and School Superintendents to conduct the business of the schools in a public fashion.

Guidelines

Representatives of the Minnesota Association of School Administrators (MASA) and the Minnesota School Boards Association (MSBA) recommend the following guidelines to be used by School Boards and by School Superintendents in regard to approving and publicly disclosing the contracts of the Superintendent of Schools.

- The Superintendent's employment contract will be reviewed and approved as a regular agenda item at either a regularly scheduled School Board meeting or at a previously posted special meeting. A copy of the contract and a summary of the contract conditions will be provided in a manner similar to the accompanying documents for other regular agenda items.
- Each School Board member will be provided the opportunity to review the Superintendent's employment contract and a summary of contract conditions prior to the meeting at which he/she is to act upon that contract.
- Existing conditions of the Superintendent's employment contract will be reviewed with newly elected School Board members upon the acceptance of their position.

These guidelines were designed as a joint effort of the Minnesota Association of School Administrators (MASA) and the Minnesota School Boards Association (MSBA).

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