

Board-Superintendent Relations

The board is the legally designated governing body and retains final authority within the district. The board exercises those powers that are expressly required and implied by law. The superintendent is the board's professional advisor to whom the board delegates executive responsibility, including such powers required to manage the district in a manner consistent with board policy and state and federal law.

The superintendent, as executive officer of the board (Secretary), is responsible for the administration of the schools under applicable laws and policies of the district. The board will delineate the duties of the superintendent and uses them as the basis of evaluating the superintendent's performance. Unless specifically limited, the superintendent may delegate to other staff the exercise of any powers and the discharge of any duties imposed by district policy or a vote of the board. The delegation of power or duty will not relieve the superintendent of responsibility for the actions taken under such a delegation.

In order to perform their responsibilities, board members must be familiar with the operations within the schools. The superintendent will establish communication procedures which can enhance the board member's understanding of student programs and school operations.

Additionally, the board will approve the Board-Superintendent Operating Principles annually to ensure clarity of roles and responsibilities and affirm their shared commitment to effective governance and collaboration.

The following Board-Superintendent Operating Principles were approved by the board on December 11, 2025:

Board-Superintendent Operating Principles

The authority exercised by the school board is derived from the state constitution, state laws pertaining to schools, and policies established by the board itself. The superintendent serves as executive officer and advisor to the board and, as such, will be responsible for all the operations of the district. The superintendent may delegate to other administrative and supervisory staff the responsibility for various segments of the district's operation, but remains responsible to the board for the results produced.

As executive officer of the board, the superintendent will:

1. Assist the board in policy development and enact procedures that implement its expressed intent.
2. Provide instructional leadership in such a manner that all students graduate college or career, and citizenship ready.
3. Recommend for hire, develop, support, and evaluate staff for achieving the goals of the district.
4. Assign responsibilities to directors and school administrators, support and hold them accountable for accomplishment of specific goals.

5. Support and uphold the rights of students and hold them accountable for regular attendance and appropriate conduct.
6. Develop budgets and monitor expenditures that reflect the fiscal ability of the district aligned to the strategic priorities within its strategic plan.
7. Maintain and/or upgrade district facilities to maximize learning opportunities for students and protect the health and safety of students, staff, and community.
8. Protect the district from risk of loss due to damage to physical property, policies, or actions/non-actions of its officers, employees, and volunteers.

A. Board-Superintendent Relations

The superintendent will:	The board will:
Serve as chief administrative officer of the district.	Select a superintendent and delegate to him/her all necessary administrative powers.
Recommend policies or policy changes to the board and develop administrative procedures which implement board policy.	Adopt policies for the operation of the school system and review administrative procedures.
Provide leadership in the development, operation, supervision, and evaluation of the educational program.	Adopt district goals to provide direction for the educational program.
Recommend criteria and processes for evaluation of staff.	Adopt policies to include criteria and processes for evaluating staff.
Approve courses of study.	Review courses of study.
Recommend curricular materials.	Adopt curriculum.
Develop annual report.	Review annual report on district programs.
Prepare and submit the annual budget.	Approve the annual budget.
Recommend staffing needs.	Authorize allocations of certificated and classified staff positions.
Recommend personnel for employment.	Employ personnel upon recommendation of the superintendent.
Recommend contracts for major construction.	Approve contracts for major construction.
Recommend payment of vouchers and payroll.	Approve payment of vouchers and payroll.
Prepare monthly fiscal reports.	Review monthly fiscal reports.
Prepare reports on school facility needs and provide recommendations for improvement.	Approve proposed improvements of school facilities.
Inform board of appeals and facilitate board actions.	Serve as arbitrator for staff, citizens, and students.
Recommend legal counsel and representation	Employ legal counsel and representation

B. Board-Superintendent-Staff Communications

The following communications procedures are established:

1. Staff Communications to the Board

All official communications or reports to the board or individual board members from district administrators, principals, teachers, or other staff members will be submitted through the superintendent. This will not deny any staff member's right to appeal to the board regarding administrative decisions, provided that the superintendent will have been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances.

2. Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will employ all such media as are appropriate to keep staff fully informed of the board's priorities, concerns, and actions.

C. Visits to Schools and Departments

Individual board members interested in visiting schools or departments will make arrangements for visitations through the superintendent's office. Such visits will be regarded as expressions of interest in school affairs and not as visits for supervisory or administrative purposes. Visits by board members will be conducted with the knowledge of staff, including the superintendent and principals.

Legal References:	RCW 28A.320.010	Corporate powers
	RCW 28A.330.050	Duties of superintendent as secretary of board
	RCW 28A.330.100	Additional powers of the board (First Class Districts Only)
	RCW 28A.400.010	Employment of superintendent — Superintendent's qualifications, general powers, term, contract renewal
	RCW 28A.400.030	Superintendent's duties

Lynden School District No. 504
BOARD POLICY

No. 1620

Management Resources:

Policy & Legal News, February 2013 Policy Revisions

Classification: Discretionary

Adoption Date: January 16, 1984

Revised: May 20, 1999

Revised: July 17, 2014

Revised: January 8, 2026

Revised: May 14, 2026