

Policy Code: 7420 Superintendent and Assistant Superintendent Contracts

The board recognizes the importance of establishing a clear contractual relationship with the superintendent. The board, upon selection of a candidate or upon reappointment of the incumbent superintendent, will enter into an explicit contractual agreement with the superintendent that meets, at a minimum, the requirements of state law.

The contract will be voted upon by the board in open session at a duly called meeting after the members of the board have had an opportunity to review the final written document. If the contract is approved, the open session minutes of the board will reflect that the board voted to approve the contract and will include the executed written document as an attachment.

Any subsequent revisions to or extensions of the superintendent's contract, including any additional compensation, will likewise be voted upon by the board in open session at a duly called meeting of the board after the board members have had an opportunity to review the written amended document. If amendments to the contract are approved, the open session minutes of the board will reflect that the board voted to approve the amendments and will include the executed written document as an attachment.

The terms of the contract between the board and the superintendent will include general responsibilities, professional activities, evaluations, salary, vacation and leave arrangements, and other benefits. The contract also may specify performance expectations, including expectations related to board goals and objectives and State Board standards for student success. The superintendent's contract, as well as any amendments, will be signed by the board chair and vice chair on behalf of the board and must be pre-audited by the finance officer.

In the event that the contract is terminated, the board will take appropriate and necessary action to help ensure the continuous smooth operation of the school district.

Assistant Superintendents

The board, upon the recommendation of the superintendent, shall approve the employment of assistant superintendent(s).

The duties of the assistant superintendent(s) shall be assigned by the superintendent with the approval of the board.

The board shall elect to enter into a written contractual agreement with the assistant superintendent for a term of one to four years. The term may not, however, exceed the expiration date of the superintendent's contract, unless the remaining time of the superintendent's contract is less than one year. If less than a year remains on the superintendent's contract, the assistant superintendent shall be given a contract through the next school year.

The assistant superintendent may not be dismissed during the term to which elected except for misconduct of such a nature as to indicate a lack of fitness to continue in the position, incompetence, neglect of duty, or failure or refusal to carry out validly assigned duties.

Legal References: [G.S. 115C-47\(13\)](#), [-47\(15\)](#), and [-47\(16\)](#), [-271 to -275](#), [G.S. 115C-47\(17\)](#), [-278](#)

Cross References:

Adopted:

Revised: 12/1/09, 8/13/15