

**DEPUTY/ASSOCIATE/ASSISTANT
SUPERINTENDENT CONTRACTS**

Policy Code: **7422**

1 The **Transylvania County Board of Education (the “board”)** recognizes the importance of
2 establishing a clear contractual relationship with its deputy/associate/assistant superintendents.
3 The board, upon the recommendation of the superintendent, may choose to elect
4 deputy/associate/assistant superintendents. Any individuals hired into these positions will be
5 hired pursuant to an explicit written contractual agreement that meets the requirements of state
6 law. Any such contract will be voted upon by the board in open session at a duly called meeting
7 after the members of the board have had an opportunity to review the final written document. If
8 the contract is approved, the open session minutes of the board will reflect that the board voted to
9 approve the contract and will include the executed written documents as an attachment.

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

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

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26 Legal References: G.S. 115C-47(17), -278

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28 Cross References:

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30 Adopted:

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