

CA Goals and Objectives of School Administration

The goal of school administration is to create an environment in which all students can demonstrate continuous academic improvement. The superintendent must possess leadership qualities which motivate all staff members to improve the educational program and to attain the board's goals and objectives. The superintendent, with the board's direction, shall endeavor to mobilize and coordinate available resources to develop an educational program designed to maintain continuous academic improvement and full state accreditation in all schools.

Approved: May 1994; March 2014

CB **Ethics**

An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public served for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, his professional associates and the students. To these ends, the administrator subscribes to the following statements of standards:

The educational administrator: makes the well-being of students the fundamental value for decision making and action;

 Fulfills professional responsibilities with honesty and integrity;

 Supports the principal of due process as required by law and protects the civil and human rights of all individuals;

 Obeys local, state and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government;

 Implements the governing board's policies and administrative rules and regulations;

 Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals;

 Avoids using positions for personal gain through political, social, religious, economic or other influence;

 Accepts academic degrees or professional certification only from duly accredited institutions;

 Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development; and

 Honors his employment contract until fulfillment or release.

Approved: May, 1994

CD **Line and Staff Relations**

For the purpose of this policy, line officers are those administrative employees who are responsible for discharging the various functions of the district at the building level. (Cf. CC Organizational Charts)

Line administrative employees are ultimately responsible to the superintendent for the conduct of their official duties.

Approved: May, 1994

CD-R Line and Staff Relations

The Superintendent's designated representative has the authority to administer district programs assigned to him by the superintendent. These responsibilities may be required to report directly to the superintendent's designated representative.

Appropriate job descriptions will be developed by the administration for each line position.

Approved: May, 1994

CE School Superintendent

The superintendent shall be the chief administrative head of the school system and shall have, under the direction of the board, general supervision of all the schools. The superintendent is responsible for management of the schools under board policies and is accountable to the board.

The superintendent may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent by these policies or by the board. The delegation of power or duty, however, shall not relieve the superintendent of responsibility for the action taken under such delegation.

Approved: May, 1994

USD 329 Mill Creek Valley

CEA

CEA Superintendent Qualifications

The superintendent shall possess, or be eligible for, a Kansas district leadership license.

Approved: May 1994; March 2015

USD 329 Mill Creek Valley

CEA-R Qualifications

CEA-R

The superintendent of Mill Creek Valley Schools shall live (residence) within the Mill Creek Valley school district.

Approved: July, 2006

CEB Duties

The responsibility of the superintendent shall be:

To serve as administrative head of the entire district in charge of both educational and business functions;

To keep the board continually informed on the progress and condition of the schools;

To administer the development and maintenance of a positive educational program designed to meet the need of the community and to keep abreast of the best educational developments and advice regarding changes in programs;

To carry out policies and rules of the board;

To initiate matters of educational policy and to make definite recommendations thereon;

To recommend the number and types of positions required to provide proper personnel for the operation of education programs;

To nominate for appointment, assignment, transfer or termination and to define the duties of all personnel, subject to approval of the board;

To supervise the preparation of the annual budget and to recommend it to the board for consideration;

To advise and recommend in matters of business administration; to pass upon all proper requests for equipment and supplies, to point out possible economies and to supervise activities of the district;

To conduct a continuous study of the development and need of the schools and to keep the public adequately informed concerning his findings; and

To assure that the district finances are credited with interest earned by tax money on deposit with the county treasurer by executing a written agreement with the county treasurer.

To make visits to all district communities to promote positive public relations.

Approved: March, 1998

CEB Duties

Whenever the word "superintendent" appears in these policies and rules, the words "or designated representative," shall be assumed to follow.

Approved: May, 1994

CEC Recruitment

The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall establish an orderly procedure for employing a superintendent that conforms to generally-accepted ethical and legal standards and minimizes misunderstanding in the community. The process should allow the board ample opportunity to evaluate a number of candidate's qualifications whose professional training and experience meet district needs. The board may solicit applications from qualified staff members and may list the vacancy with placement offices.

The board may select a professional search service who shall screen all applications and recommend finalists to the board for interviews. The board shall interview selected candidates. Board members may visit each finalist's district.

Approved: May 1994; March 2015

USD 329 Mill Creek Valley

CED

CED Appointment

The superintendent will be offered a one-, two- or three-year contract of employment.

Approved: May, 1994

USD 329 Mill Creek Valley

CED-R

CED-R Appointment

The superintendent's contract will be considered for renewal at the meeting of the board in January.

Approved: May, 1994

CEE

CEE Compensation and Benefits

Compensation and benefits of the superintendent shall be determined annually by the board and will be based on the superintendent's performance in relation to his ability to carry out the policies of the district.

Approved: May, 1994

CEF Expense Reimbursement and Credit Cards (See CG, GAN, and KB)

The superintendent's use of a district motor vehicle and a district credit card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses.

All rewards points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for accounting and deposit.

Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

Approved: July 2001; August 2015

CEG Staff Development Opportunities

The superintendent shall keep himself updated on new educational practices by: study, visiting other districts, attendance at educational conferences and other means as approved by the board.

Approved: May, 1994

CEI Evaluation

The board and the superintendent shall develop an evaluation form that will provide the basis for formal evaluations and any informal discussions of the superintendent's performance. The board shall evaluate the superintendent using the appraisal instrument in accordance with the minimum statutory requirements for the first four years of employment and annually thereafter by February 15th. The appraisal instrument may be used by the superintendent as a self-evaluation instrument prior to his evaluation by the board.

Each individual board member shall complete and submit appraisal forms to the board president. The president shall allow time for necessary discussion then formulate a summary of the individual responses. The summary shall use the same format as the individual board member's appraisal form. The board president shall sign the summary. The board shall review the summary with the superintendent in an executive session.

After the evaluation is complete, the individual appraisal forms shall be destroyed. The summary and any written response from the superintendent shall be maintained in the superintendent's personnel file.

The superintendent's evaluation shall be confidential and be made available only to the board, the superintendent and others as provided by law.

The evaluation instrument shall be on file with the clerk at the district office. Current evaluation procedures and policies shall be filed with the Kansas State Department of Education.

Approved: August 13, 2001

CEI-R Evaluation (See GBI)

Purpose of Superintendent Evaluation

The evaluation of the superintendent by the board shall accomplish the following:

- Provide an opportunity for the board and superintendent to periodically meet and discuss the superintendent's performance and the district's management;
- Review, clarify and discuss the immediate and long-term goals for the district and the superintendent;
- Establish, clarify and discuss the major functions, responsibilities and roles of the superintendent and the board;
- Facilitate a good working relationship between the board and the superintendent;
- Encourage and recognize good administrative performance;
- Improve the superintendent's leadership performance and management of the district by suggesting areas of responsibility and operating techniques that may be strengthened; and
- Establish reasonable standards for continued employment of the superintendent.

Procedures

The following procedures shall be used to evaluate the superintendent's performance:

The following procedures shall be used to evaluate the superintendent's performance:

The board shall schedule an executive work session at least two times during the year for the purpose of a mid-year evaluation and an end-of-year evaluation of the superintendent's performance.

The district's evaluation form shall be used.

Additional informal executive sessions may be scheduled during the year to discuss the status of the superintendent's performance and the district's management.

The superintendent shall make a mid-year and an end-of-year goals progress report as well as periodic reports to the board on the district's operation.

The superintendent's performance evaluation shall be based on the following:

Establish criteria which are applicable to all administrators;

Responsibilities defined in the superintendent's job description; and

Board/superintendent developed performance goals and objectives.

Approved: August 13, 2001

USD 329 Mill Creek Valley

CEK

CEK **Administrator Resignation**

The Board will consider the resignation of any administrator which is submitted to the Board in writing.

Approved: May 1994

CF Board-Superintendent Relations (See BBC)

CF

The board delegates to the superintendent all administrative duties. The board reserves the ultimate decision in all matters concerning personnel, policy, or expenditures of funds; and it will normally proceed in those areas only after receiving the superintendent's recommendations.

Approved: 07/20

KASB Recommendation – 01/02; 4/07; 7/20

CG **Administrative Personnel**

The board will employ administrative personnel as needed.

Compensation Guides and Contracts

All administrative personnel shall be compensated for their services with a salary determined by the board.

Qualifications and Duties

The superintendent shall develop appropriate job descriptions for each administrative position. When adopted by the board, such documents shall be filed in the central office and published in the appropriate handbook.

Recruitment

The board delegates to the superintendent the authority to identify and recommend the appointment of individuals to fill vacant administrative positions.

Assignment

Assignment of administrative personnel shall be recommended to the board by the superintendent.

Orientation

The superintendent will conduct an appropriate administrative orientation program designed to acquaint administrators with the district.

Supervision

The superintendent shall be responsible for supervising all administrative personnel.

Time Schedules

Administrative time schedules and work loads will be dictated by the terms of the employment contract.

Administrative Intern Program

The board may cooperate with an approved administrator training institution in establishing an administrative intern program.

Personnel

The administrative staff shall recommend candidates only for those positions authorized by the board.

Travel Expense

Travel expense for administrative staff shall be provided in accordance with CEF.

Approved: May, 1994

CG-R Administrative Personnel

The board will solicit the recommendations of the superintendent in appointment, assignment, transfer, demotion, termination, or non-renewal of any administrative personnel.

Recruitment

All applicants shall be screened by the superintendent, who may use other staff members to assist, before recommendations are made to the board.

Expenses incurred by candidates interviewed for an administrative position may be paid by the district.

Compensation Guides and Contracts

Central staff administrative contracts shall be reviewed annually. The term of each administrative contract shall be determined by the board. It is recommended the district use KASB administrator forms.

Qualifications and Duties

Referenced to the appropriate job description and handbook.

Expenses incurred by candidates who are interviewed for an administrative shall be paid by the district.

The board shall endeavor to conduct interviews on a school day so that a candidate may visit the schools of the district while they are in session.

Compensation Guides and Contracts

Central staff administrative contracts will be reviewed each January. All line administrator contracts will be reviewed each February. The term of each administrative contract will be determined by the board. It is recommended the district use KASB administrator contract forms.

Qualifications and Duties

The high school principal may be assigned the responsibility of serving as a deputy county election officer for the purpose of voter registration.

Among other assigned duties, each administrator responsible for maintaining and compiling student records is encouraged to periodically screen the contents of each student record.

All student records will be secured from free inspection by unauthorized personnel. Each principal will be held responsible for the security and safety of said records.

Approved: November, 1995

CGI **Evaluation**

Administrative personnel shall be evaluated in writing by the superintendent in accordance with the minimum statutory requirement for the first four years of employment and at least annually thereafter. Administrative personnel files and evaluations shall be available only to the board, the appropriate administrator, the superintendent and other authorized by law.

The board's procedures concerning evaluation of district administrators shall be on file in the central office with the clerk and may be published in the appropriate handbook.

Approved: May, 1994

CGK Suspension

CGK

The superintendent shall have the authority to suspend district administrators with pay pending further board action.

The superintendent may suspend administrators with pay for any reason, including, but not limited to, one or more of the following: alleged violation of or failure to implement board policy, rule, or regulation; refusal or failure to follow a reasonable directive of the administrator's supervisor, the superintendent, or the board; the filing of a complaint against the administrator with any civil or criminal authority; the alleged commission of an offense involving moral turpitude; or other good cause.

If a suspension without pay is imposed on an administrator, the administrator is entitled to pay until the administrator has been advised of the basis for suspension and has been given an opportunity to respond.

Approved: 9/9/2019

KASB Recommendation - 6/19

CJ Consultants (Cf. BBG)

The administrative and supervisory staff of the district shall encourage the use of professional consultants and other resource persons from the State Department of Education, Kansas Association of School Boards, colleges and universities when such consultative services will be helpful in the improvement of the educational program in the district. All compensated consultants should be approved by the board prior to the invitation and arrangement for visitation by such person or persons to the district.

Approved: May, 1994

CK Professional Development Opportunities

Line and staff administrators of the district should make every effort to stay abreast of the latest developments in their respective fields. The board may require or otherwise encourage administrators to attend summer sessions, conferences, workshops or other activities which will directly benefit the district's schools. Expenses of board and room, travel and other incidental expenses will be paid by the district to attend state, national and local meetings approved by the superintendent in accordance with money budgeted for this purpose; to attend periodic in-service workshops sponsored by the district; to improve skills in personnel management, supervision and improvement of instruction, public relations and other aspects of school management.

Approved: May, 1994

CM Policy Implementation (See BDA, CGK, CMA, GAA, and JA) CM

Administrative employees who fail to implement board policies may, by board action, be suspended without pay, demoted, placed on probation, nonrenewed, or terminated.

Approved: 09/19

KASB Recommendation – 6/00; 01/02; 4/07; 6/19

CMA Administrative Rules

CMA

The board delegates to the superintendent the responsibility for developing recommendations, and for designing any necessary arrangements to carry out board policy and to operate the district's schools. These rules and arrangements shall constitute the administrative regulations governing the schools and shall be considered for approval, modification or disapproval by the board.

Staff Involvement

In developing rules, regulations and arrangements for the district's operation, the superintendent shall include at the planning stage representatives of those employees who will be affected.

The superintendent shall develop procedures utilizing certified and noncertified employees for the exchange of ideas and feelings regarding the district's operation. The advice given by employees, especially that given by groups designated to represent large segments of the staff, shall be considered. The board shall be informed of such counsel when reports and recommendations are made to the board. (See also GAC)

Community Involvement

The superintendent may involve district patrons on committees or study groups whenever necessary.

Student Involvement

The superintendent is encouraged to consider student's opinions concerning the rules which affect them. (See also JCB)

Rules Adoption

The superintendent shall review all proposed rules before they are submitted to the board. All administrative rules recommended by the superintendent shall be reviewed by the administrative staff before being submitted to the board for their consideration.

Each staff or community committee shall act in an advisory capacity to the administrative officer responsible for the committee's area. All committees shall terminate no later than one year after their establishment unless re-established by the board. (Cf. GAC)

Student Involvement

The use of student input in the formation of policies and rules shall normally be restricted to areas pertaining to attendance center administration.

Administration in Policy Absence

In the event the superintendent is forced to act in the absence of regular board policy or guidelines and feels that policy is needed, a proposed board policy may be drafted, together with appropriate rules, to be presented at the next board meeting.

CN **Public Records**

CN

(See BE, CNA, ECA, HAI, IDAE, II, JGGA, and JR et seq.)

The board designates {the superintendent/other title} as its Freedom of Information Officer. The Freedom of Information Officer shall have the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws. The board further assigns {the clerk/or_____} to handle requests for records and to serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure concerning record access in the form prescribed by the local Freedom of Information Officer.

Types of Records

A public record means any recorded information, regardless of form or characteristics, which is made, maintained, kept by, or in the possession of the district, including those exhibited at public board meetings.

Central Office Records.

Records maintained by the superintendent shall include, but may not be limited to, the following: financial, personnel, and property (both real and personal) owned by the district.

Building Records

Records maintained by the building principals shall include, but may not be limited to, the following: activity funds, student records, and personnel records. (See JR et seq.)

Public Access

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. The district may charge and require advance payment of a fee for providing access to or furnishing copies of public records.

Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception of the Kansas Open Records Act that would allow the record to remain closed. The custodian may also refuse to provide access to a public record or to permit inspection if a request places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the district. The custodian shall either grant or deny each request.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request, if an explanation is requested. If the requester disagrees with the explanation, the freedom of information officer shall settle the dispute.

Each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received. If the request is not acted on immediately,

the custodian shall inform the requester, within the three-day window, when and where the open record will be made available.

Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

Copies of Records

Copies of open records shall be available upon written request, unless otherwise specified in Kansas or federal law. Requestors may only make abstracts or obtain copies of public records to which they have access under the Kansas Open Records Act. The district shall not be required to provide copies of radio or recording tapes or discs, video tapes, films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices, unless such items or devices were shown or played during open session of a district board meeting. Similarly, the district shall not be required to provide such items or devices which are copyrighted by a person other than the board. Furthermore, nothing in the Kansas Open Records Act requires the district to electronically make copies available by allowing a requestor to obtain copies by inserting, connecting, or otherwise attaching an electronic device provided by the requestor to the computer or other electronic device of the district.

Advance payment of the expense of providing access to or furnishing copies of open records shall be borne by the requestor. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

The board may prescribe reasonable fees for providing access to or furnishing copies of public records, subject to the following:

- in the case of fees for copies of records, the fees shall not exceed the actual cost of furnishing copies, including the cost of staff time required to make the information available and printing fees of ___ cents per page, as applicable;
- In the case of fees for providing access to records maintained on computer facilities, the fees shall include only the cost of any computer services, including staff time required.

Revenue from copying open records will be deposited in the district's general fund.

Disposition

All district office records shall be kept for at least the minimum length of time required by law.

The clerk {or ___} is designated as the official custodian of all board and district office records maintained by the district. Each building principal {or ___} is designated as official custodian of all records maintained at the building level. In addition to those records required by law, the {clerk} shall be responsible for preparing and keeping other records necessary for the district's efficient operation.

District employees shall follow the guidelines found in the student records policies. (See IDAE and JR through JRD)

Approved: 09/19

KASB Recommendation – 6/00; 01/02; 4/07; 6/07; 12/16; 12/18; 6/19

CNA **Document Production, Including Electronic Information** * CNA
(See BCBK, BE, CN, ECA, IDAE, II, JGGA, JR et seq. and KBA)

Destroying Documents

After the district receives knowledge of legal action against the district or its employees, no documents or electronic information pertaining to the subject of the action, maintained in any form, may be destroyed as long as the legal action is pending.

Approved: 09/19

KASB Recommendation – 02/07; 4/07; 6/07; 6/19

* For detailed information, see Federal Rules of Civil Procedure, 34 Production of Documents, Electronically Stored Information.

CO Reports

The board may require reports from the staff.

Types

The superintendent shall submit to the board an annual report summarizing the district's operations for the preceding school year. The superintendent shall present a monthly budget report to the board. The board delegates to the superintendent the authority to request reports from any staff member.

Dissemination (Cf. JR et seq.)

The board, upon request, shall receive copies of all reports submitted to the superintendent. Copies of staff reports may be sent to staff members for their confidential use if the superintendent approves. Staff reports shall be made public only with board approval.

Approved: May, 1994

CO-R Reports

Types

The superintendent's annual report shall be submitted to the board 30 days after the end of the school year. If the superintendent resigns or leaves the district, the annual report shall be submitted to the board prior to final payment of compensation under the employment contract.

The superintendent's monthly budget report shall be included in the board's agenda and shall include each account, the original appropriation, the amount expended to date, the amount encumbered to date, and the remaining balance in each account.

Approved: May, 1994