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ADMINISTRATION

2.1—DUTIES OF THE SUPERINTENDENT

The Superintendent, as the chief executive officer of the Board and the school system, shall be the administrative head of all departments in the District. The Superintendent shall be responsible to the Magazine Board of Education for administering the school system according to the mandates of the laws, Division of Elementary and Secondary, other agencies of jurisdiction, and policies governing school operations. While the Superintendent may delegate his/her duties when and where necessary and appropriate, he/she shall be responsible to the Board for the results of those duties delegated.

The Superintendent shall be the Ex officio financial secretary as provided for in A.C.A. § 6-17-918(a).

Some of the Superintendent's duties include:*

1. Implementing the policies of the Board;
2. Being responsible for the planning and implementation of an educational program in accordance with State and Federal requirements and the needs of the District;
3. Reporting to the Board concerning the status of the educational program, personnel, and operations, and making recommendations for improving instruction, activities, services, and facilities;
4. Acting as a liaison between the Board and school personnel;
5. Making recommendations to the Board concerning personnel employment, discipline, and termination;
6. Communicating the District's vision and mission to staff, students, parents, and the community;
7. Being responsible for the development of short- and long-term goals for the District;
8. Preparing and presenting an annual budget for the District to the Board for its consideration;
9. Administering the District's budget and regularly reporting to the Board on the financial condition of the District;
10. Attending and participating in all meetings of the Board except when his employment is being considered;
11. Preparing, in consultation with the Board President, the agenda for all Board meetings;
12. Being responsible for the planning and implementation of an effective personnel evaluation system that is aligned with the goals of the District; and

13. Maintaining a current knowledge of developments in curriculum and instruction, as well as pertinent legal changes, and advising the professional staff and Board of such information.

Date Adopted: 7-08-04

Last Revised: 12-10-2020

2.2 SUPERINTENDENT COMPENSATION

The salary and employment benefits of the Superintendent has be determined by the Board. This includes such benefits as insurance, transportation allowances, annual vacations, holidays and other entitlements as deemed appropriate.

Date Adopted: 7-8-04

Last Revised:

2.3 SUPERINTENDENT ATTENDANCE AT SCHOOL BOARD TRAINING CONFERENCES

The Magazine School District Board of Directors recognizes the District benefits from the superintendent and the members of the Board of Directors jointly attending school board member training conferences. The joint attendance provides an opportunity for the superintendent and members of the Board of Directors to develop their working relationship in a less formal setting and allows the superintendent and members of the Board of Directors to jointly build upon the training received. These benefits are even more evident when the superintendent is new to the District.

In recognition of these benefits, the Board of Directors authorizes the Magazine School District to cover the costs associated with the current superintendent or the individual who has a signed superintendent contract with the Magazine School District for the upcoming school year to jointly attend school board training conferences with the members of the Board of Directors.

Date Adopted: 12-10-2020

Last Revised:

2.4 SUPERINTENDENT’S RESPONSIBILITIES FOR DISTRICT SECURITY

The board of directors for the Magazine School District recognizes that in order to provide its students and staff with some protection from an active shooter situation, or other life-threatening situations, appropriate actions must be taken to prevent, or mitigate the horrific damage that can result from such events. In order to meet this challenge, the board is directing the superintendent to have the security of the physical plant reviewed periodically and to implement any viable recommendations that may arrive from these reviews.

SECURITY RECORDS

Releasing sensitive security information would jeopardize the safety of our students and personnel. In accordance with Act 541 of 2017, documents relating to Magazine School District security are exempt from public disclosure under the Freedom of Information Act of 1967. Security Records that upon disclosure could be reasonably expected to be detrimental to public safety shall be exempt from FOIA, including emergency and security plans, procedures, risk assessments, studies, measures, or systems; and other information relating to the number of Commissioned School Security Officers as well as any personal information about those individuals.

ESTABLISH AND MAINTAIN A CSSO TEAM

The superintendent shall file the necessary paperwork, required by the Arkansas State Police, for the establishment of a “School Security Department”. The superintendent shall establish and maintain a Commissioned School Security Officer (CSSO) Team.

CSSO TEAM MEMBER REQUIREMENTS

CSSO team members will consist of individuals from each campus, and can include individuals from both certified and classified positions. CSSO members must be district employees. CSSO membership will be on a voluntary basis.

CSSO TEAM MEMBER PSYCHOLOGICAL TESTING REQUIREMENTS

CSSO team members must be mentally ready and willing to meet the demanding challenges that are presented if an active shooter situation or other similar emergency should ever arise at Magazine Schools. Prior to being named to the team, each volunteering employee will be carefully screened by the superintendent, and will be psychologically tested with a valid instrument.

CSSO TEAM MEMBER DRUG/ALCOHOL SCREENING PROGRAM

All CSSO team member must undergo drug/alcohol screening prior to being appointed to the CSSO Team, and he/she must further agree to participate in random, annual drug-screening program.

CSSO TEAM MEMBER TRAINING REQUIREMENTS

CSSO team members must be properly trained, mentally prepared, and willing to meet the demanding challenges that are presented if an active shooter situation or other similar emergency should arise at the Magazine School District; therefore, the CSSO Team shall be rigorously trained and properly equipped at the expense of the school district. The superintendent is directed to seek cooperative training exercises for the CSSO Team with local law enforcement agencies.

Training will require that each CSSO member completes the necessary requirements to become a Commissioned School Security Officer, (CSSO) as established by the Arkansas State Legislature, and as administered by the Arkansas State Police. The superintendent shall secure the necessary training for the CSSO Team members to offset costs.

REIMBURSEMENT FOR SUPPLIES

CSSO Team members may at times be required to purchase and utilize miscellaneous consumable and personal supplies. The district shall reimburse CSSO Team members for costs as approved by the superintendent.

In accordance with Act 541 of 2017, the names of CSSO Team members paid reimbursements, shall be exempt from FOIA; public disclosure of reimbursements would reveal the identity of CSSO Team members, which could be detrimental to public safety. The superintendent and/or the superintendent's designee shall maintain confidential, internal "District Security Records" for Arkansas Legislative Audit purposes.

CSSO SUPPLIES

All equipment provided to CSSO Team members by the district or any associated grant is the property of the district and must be properly maintained, secured, and returned in accordance with the procedures established by the superintendent. The superintendent is directed to seek input from local law enforcement agencies with the development of the CSSO Team and with ongoing reviews of the CSSO and its associated procedures.

REMOVAL FROM THE CSSO TEAM

The superintendent and/or the district's "Training Administrator" on file with the Arkansas State Police have the authority to remove any member at any time from the CSSO Team without cause.

CSSO RESIGNATION

If at any time a CSSO team member believes they can no longer meet the requirements to be a member of the CSSO Team, they may resign the position with no questions or statements being required by the administration. Serving on, resigning from, or declining to serve on the CSSO Team will have no bearing on the regular employment contract of the district employee.

Date Adopted:12-10-2020

Last Revised: