

## ARTICLE 2: ADMINISTRATION

### ADMINISTRATIVE STAFF ORGANIZATION

#### Administrative Organization, Authority, and Responsibility

2005

The board of education endorses an administrative organization known as the “single executive” type of school administration, wherein the board of education acts as the elected governing body and places all school district functions and programs under the direction of the board’s chief executive officer, the superintendent of schools.

The superintendent and administrative staff are authorized to, and are responsible for, designing, implementing, managing, and evaluating programs and activities that culminate in an effective educational experience for the school district’s students. In doing so, the board of education expects that the superintendent and administrative staff will work within established board policies and school-related statutes, be appropriately trained and certified, and be skilled in communicating and problem solving.

The salary range for administrative positions shall be sufficiently broad to permit adequate compensation on the basis of both the responsibility involved and the performance of the individual.

Legal Reference:           Neb. Rev. Stat. § 79-407  
                                  Neb. Rev. Stat. § 79-501  
                                  Neb. Rev. Stat. § 79-526

## **Line and Staff Relationships**

**2010**

In endorsing the concept of line and staff relationships, it is not the board of education's intention to impede normal conversations and open communication among any of the school district's employees. Rather, it is to provide a framework for addressing major problems and/or resolving disputes that may arise in day-to-day school operations.

Each employee or professional consultant of the school district, except the board's attorney, shall be responsible to the board of education through the superintendent of schools.

All school district employees shall refer matters requiring administrative action or attention to the superintendent's office for review.

To seek an audience with the board of education for a complaint or problem, certificated employees shall utilize the formal grievance procedure. Ordinarily, formal complaints of non-certificated employees will not be carried beyond the level of the superintendent, unless the complaint involved a recommendation for dismissal or job reassignment. If a complaint involves the superintendent, the complaint shall be filed with the president of the board of education. The superintendent shall keep the board of education informed on any major disputes or problems and the attempted resolution thereof.

Legal Reference:           Neb. Rev. Stat. § 79-501  
                                  Neb. Rev. Stat. § 79-526

## **SUPERINTENDENT OF SCHOOLS**

### **Employment of the Superintendent of Schools**

**2105**

As chief executive officer of the board of education, the superintendent of schools shall be responsible, either directly or by delegated authority from the board of education, for the general operation and administration of the school district. The board of education is responsible for employing, working with, and evaluating the performance of the superintendent.

In selecting a superintendent, the board of education shall consider the school district's educational philosophy, financial situation, organizational structure, curriculum programs offered, and other factors as may be deemed relevant by the board of education. The board of education may contract for assistance in the search for a superintendent.

The superintendent shall be properly certified in accordance with the legal requirements established by the Nebraska State Board of Education or must be able to show evidence of being able to qualify for Nebraska certification. In addition, the superintendent shall have such other educational and experiential training and skills deemed appropriate by the board of education.

The superintendent shall be employed for not less than twelve months or more than thirty-six months, with the annual term of employment running from July 1 to June 30, except if the position of superintendent of schools becomes vacant at any time other than July 1, in which instance the position shall be filled for the remainder of the current year and could include up to an additional twenty-four months beyond the end of the current year. In accordance with state statute, the superintendent is regarded as a probationary employee and cannot accrue tenure in the school district.

The salary and benefits of the superintendent shall be established annually by the board of education. The superintendent shall be on a twelve-month (245-day) contract. He or she shall be granted an annual leave of twenty working days of vacation during each year of employment exclusive of legal holidays, with the approval of the board of education.

Refer to AR-2105.1, Superintendent Selection, for procedures to follow in hiring a superintendent of schools. Also refer to AR-2105.2, Superintendent's Contract of Employment.

Legal Reference:           Neb. Rev. Stat. § 79-501  
                                  Neb. Rev. Stat. § 79-594  
                                  Neb. Rev. Stat. § 79-801  
                                  Neb. Rev. Stat. § 79-828

Policy Adopted: February 12, 2014

## **Board-Superintendent Relationship**

**2107**

The Board of Education shall hire a Superintendent of Schools who shall be responsible for execution of the policies created by the Board. The Board of Education delegates its executive responsibilities to the Superintendent so that he/she may manage the schools within the framework established by Board policy. The Board shall hold the Superintendent responsible for keeping it informed about school operations, shall adopt policies to guide his/her actions, shall review decisions of the Superintendent and hear appeals from the Superintendent's decisions, and shall annually evaluate the Superintendent. These actions shall be taken by the Board as a whole; individual members may not interfere with the Superintendent in the performance of his/her duties, nor overrule decisions of the Superintendent.

The Superintendent shall be responsible for notifying the Board of issues that need its attention or action and shall ask the presiding officer to call such special meetings as may be needed for this purpose.

Legal Reference: Sec. 79-441; 4,154.01, 4,155, 519, RRS.

## **Superintendent Responsibilities**

**2110**

The general responsibilities of the superintendent of schools shall include, but not be limited to, the following: maintaining personal, ethical, and professional standards; demonstrating leadership and managerial ability; providing executive service to, and maintaining an effective working relationship with, the board of education; promoting positive school-community relationships; providing leadership to the board of education in long and short-range planning; overseeing the effective development of curriculum, instruction, and in-service programs; and administering the fiscal and auxiliary services budgets.

The superintendent shall be responsible, within the guidelines established by the board of education, for recruiting and negotiating employment contracts for certified employees and all work agreements for classified employees. McPherson County Schools shall be an equal opportunity employer.

For a more detailed job description, refer to AR-2110, Job Description of the Superintendent.

Legal References:           Neb. Rev. Stat. § 79-501  
                                      Neb. Rev. Stat. § 79-526

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent twice in the first year and annually thereafter. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The formal evaluation will be based upon the following principles:

1. The evaluation criteria shall be in writing, clearly stated, and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
2. At a minimum, the evaluation process will be conducted annually at a time agreed upon;
3. Each board member shall have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board. Individual responses which are not adopted by the board as a whole, do not represent the opinion of the board as a whole;
4. The board as a whole shall discuss its evaluation with the superintendent;
5. The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation;
6. The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session; and
7. The board will complete the evaluation process by reaching consensus on goals or priorities for the superintendent for the next period of evaluation.

The board president or vice-president will develop a written summary of the individual evaluations, including both the strengths and weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities, and competence.

Legal Reference: Neb. Statute 79-828

Refer to AR-2115, Superintendent of School's Evaluation Instrument

Policy Adopted: February 12, 2014  
Policy Revised: October 8, 2015

## **PROFESSIONAL GROWTH**

### **Attending Professional Growth Meetings**

**2305**

The board of education expects its administrative staff to be informed on contemporary educational issues and therefore encourages active participation in their respective professional administrative organizations, including state, regional, and national associations for the superintendent of schools. Accordingly, the board of education authorizes, within budgetary limits, attendance to state and regional conferences sponsored by professional administrative organizations, curriculum groups, institutions of higher education, legislative bodies, and other agencies having a relationship which is in agreement with the school district's educational objectives.

The superintendent may ask for approval from the board of education to attend a national conference annually.

Periodic reports will be given to the board of education regarding the superintendent's attendance at conferences, including prior announcement of intended national conferences. Ordinarily, the board of education will automatically authorize conference attendance with adoption of the annual budget, but it may, in its discretion, limit or deny administrator conference attendance as the school year progresses.

## EMERGENCIES

### Emergency Responses

2405

In any crisis or emergency circumstances, the immediate concern of the school district shall be securing the safety and welfare of students and school district employees. A second priority, if appropriate, is the securing and salvaging of property. The superintendent of schools will be in charge of administering and monitoring any emergency event. The person designated by the school district's emergency response procedure will be in charge if the superintendent is not available. Once the nature of the emergency is determined and the immediate concerns for students and school district employees are addressed, the superintendent will:

- (a) Inform board members;
- (b) Decide whether to convene or postpone school, with attendant adjustments in transportation and activity schedules;
- (c) Determine the need to involve other agencies and/or officials (e.g., police, fire and emergency personnel, counseling services, insurance representatives, etc.). All administrators will maintain an accessible, emergency telephone list;
- (d) Activate the crisis intervention team if deemed appropriate;
- (e) Notify students, school district employees, and patrons through the designed calling/information tree; and
- (f) Report on the incident at the next regular or emergency board meeting and evaluate the effectiveness of the response strategy.

Inclement Weather: In the event of bad weather, the superintendent, or his or her designee, shall make the decision to cancel or delay the start of schools and whether or not school district employees are to report for duty. When school is canceled, all after-school activities will be canceled. Any decision to the contrary must be made with the superintendent's permission and include a provision for communicating with all affected parties in a timely manner. Weather information will be sought from current weather station reports and consultation with the school bus personnel and other area superintendents. The decision to cancel school will be made as early as possible. A "phone tree" will be developed to alert school district employees of such cancellation, and the superintendent shall inform the local media. Refer to AR-2405, School Closing Information. The board of education will determine in the spring whether time missed for inclement weather or other emergency school closings should be made up.

Fire or Tornado: The superintendent shall design and keep current drill and evacuation plans, to include emergency shelter, and publish them in staff and student handbooks. Teachers will post said plans in their classrooms and educate students on their implementation.

Gas Leaks or Bomb Threats: A crisis response plan will be kept current and annually reviewed by school district employees.

Death of Student or School District Employee: When notice is received of the death of a student or school district employee, other school district employees will inform and consult with the superintendent immediately. School will ordinarily be convened; however, appropriate modifications in daily school activities which are sensitive to the incident will be made. If deemed necessary, a counseling intervention team will be made available, in conjunction with school counseling services, to provide assistance to students and school district employees. Substitute teachers will be employed if deemed appropriate. School district officials will attempt to balance funeral accommodations with the need to convene school with minimal disruption.

Civilian Emergencies: The school buildings are available as emergency shelters if needed. School district officials, to the extent possible, will cooperate with other civil authorities, including local, area, and state law enforcement agencies and fire department officials, in making school facilities available during any civilian emergencies.

Legal References:           Neb. Rev. Stat. § 79-501  
                                  Neb. Rev. Stat. § 79-706  
                                  Neb. Rev. Stat. § 81-527