

TABLE OF CONTENTS

C—GENERAL SCHOOL ADMINISTRATION

CA Goals and Objectives of School Administration

CB Administrator Ethics

The Administrator

CC Organizational Chart

CD Administrative Line and Staff Relations (See GACA and GACB)

CE Superintendent of Schools

CEA Superintendent Qualifications

CEB Superintendent's Duties

CEC Superintendent Recruitment

CEE Compensation and Benefits

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

CEG Superintendent's Professional Development Opportunities

CEI Evaluating the Superintendent (See CGI and GAK)

CEJ Nonrenewing or Terminating the Superintendent's Contract

CEK Resignation

CF Board-Superintendent Relations (See BBC)

CG Administrative Personnel (See CEF, GAN and KB)

Compensation Guides and Contracts

Qualifications and Duties

Recruitment

Assignment

Orientation

Supervision

Administrative Intern Program

Travel Expense and Reimbursement

CGI Administrator Evaluation (See CEI and GAK)

CJ Hiring Consultants (See BBG, CL and ID)

CK Professional Development Opportunities

CL Administrative Teams (See BBG, CJ and ID)

Method of Appointment

Organization

Resources

Financial

- CM** Policy Implementation (See BDA, CM, CMA, GAA and JA)
- CMA** Administrative Rules and Regulations (See BDA, CM, DJFAB, GAA and JA)
 - Staff Involvement
 - Community Involvement
 - Student Involvement
 - Rules Drafting
 - Disseminating Rules
 - Reviewing Rules
 - Action Allowed When No Policy Exists
- CN** Public Records (See BE, CNA, ECA, IDAE, II, HAI, JGGA and JR et seq.)
 - Types of Records
 - Central Office Records
 - Building Records
 - Public Access
 - Disposition
 - Retention of Documents in Certain Circumstances
- CNA** Document Production, Including Electronic Information
 - (See BCBK, BE, CN, ECA, IDAE, II, JGGA, JR et seq., and KBA)
 - Destroying Documents
- CO** Reports (See BCBK)
 - Types of Reports
 - Annual
 - Budget Reports
 - Disseminating Reports

CA Goals and Objectives of School Administration

CA

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:

KASB Recommendation – 01/02; 4/07; 12/13

CB **Administrator Ethics**

CB

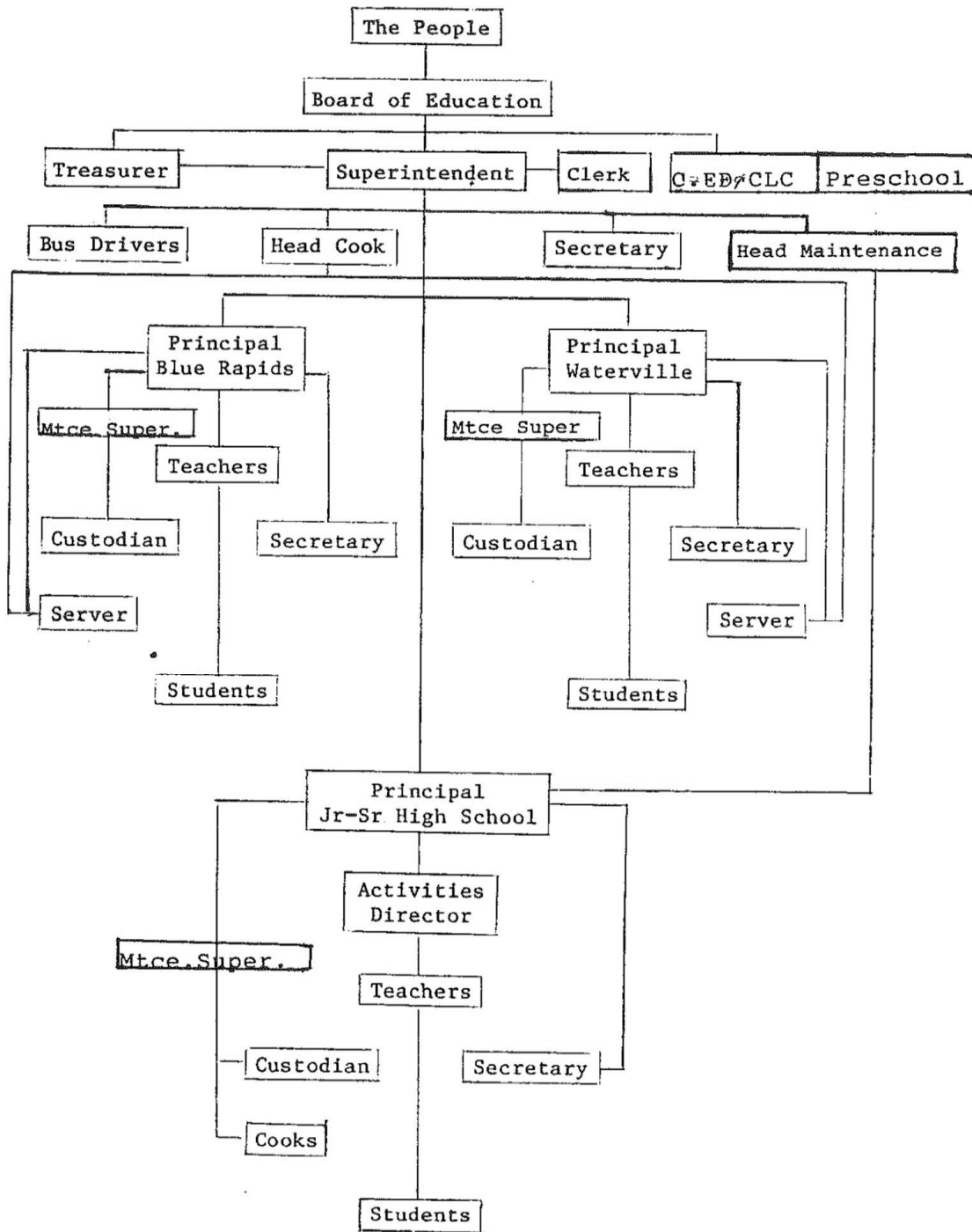
An administrator's professional behavior must conform to an ethical code. The administrator acknowledges schools belong to the public, and they must provide educational opportunities to all. An administrator's actions will be viewed and appraised by the community, professional associates, and students. Therefore, the administrator subscribes to the following standards:

The administrator:

- Makes the well-being of students the basis for decision making and action;
- Fulfills professional responsibilities with honesty and integrity;
- Supports the principle of due process as required by law;
- Obeys local, state and national laws;
- Implements all board policies, rules and regulations;
- Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals;
- Avoids using an administrative position for personal gain;
- Accepts academic degrees or professional certificates only from duly accredited institutions;
- Seeks to improve the profession through research and continuing professional development;
and
- Honors employment contracts until fulfillment or release.

Approved:

KASB Recommendation – 01/02; 4/07



CE **Superintendent of Schools**

CE

The superintendent is the school system's administrative leader and shall have, under the board's direction, general supervision of all the schools. The superintendent is accountable to the board and is responsible for managing the schools in compliance with board policies.

The superintendent may delegate powers and duties to other school personnel. Delegating power or duties, however, shall not relieve the superintendent of responsibility for any action taken.

Approved:

KASB Recommendation – 1/02; 4/07

CEA Superintendent Qualifications

CEA

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

Approved:

KASB Recommendation – 01/02; 4/07; 12/14

CEB **Superintendent's Duties**

CEB

The superintendent shall be responsible to:

- serve as the district's chief administrator;
- carry out all board policies and rules;
- oversee safe and orderly schools;
- ensure student achievement for all student groups;
- build positive school/community relations;
- lead the board in developing constructive board/superintendent relations;
- oversee effective and efficient staff performance;
- practice responsible fiscal, facility and resource management; and
- model positive professional attributes.

Approved:

KASB Recommendation – 01/02; 4/07

CEC Superintendent Recruitment

CEC

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:

KASB Recommendation – 01/02; 4/07; 12/14

CEE Compensation and Benefits

CEE

The board shall annually determine the superintendent's compensation and benefits. Compensation shall be based on recent performance and the superintendent's ability to carry out board policy.

Approved:

KASB Recommendation – 01/02; 7/03; 4/07

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

CEF

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 account 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:

KASB Recommendation – 6/01; 7/02; 4/07; 6/15; 10/17

CEG Superintendent's Professional Development Opportunities

CEG

The superintendent shall keep updated on new educational practices and shall attend educational conferences and other learning opportunities as approved or required by the board.

Approved:

KASB Recommendation – 01/02; 4/07

CEI Evaluating the Superintendent (See CGI and GAK)

CEI

The board shall adopt an evaluation system that provides a basis for formal evaluation of the superintendent's performance. The system shall include the evaluation form used and the process necessary to complete the form.

The board shall evaluate the superintendent using the evaluation form in accordance with current legal requirements for the first four years of employment and annually for the term of the superintendent's employment.

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 at the district office with the clerk. Any revisions in the evaluation system shall include input from the superintendent.

Approved:

KASB Recommendation – 6/00; 1/02 6/04; 4/07

CEJ Nonrenewing or Terminating the Superintendent's Contract

CEJ

The board may nonrenew or terminate the superintendent's contract.

Approved:

KASB Recommendation – 01/02; 4/07

CEK **Resignation**

CEK

The superintendent may submit a resignation to the board president at a regular or special meeting.

The board shall consider the resignation in light of the district's needs.

Approved:

KASB Recommendation – 1/02; 4/07

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; it will normally proceed in those areas only after receiving the superintendent's recommendations.

Approved:

KASB Recommendation – 01/02; 4/07

CG **Administrative Personnel** (See CEF, GAN and KB)

CG

The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

Administrative personnel shall be compensated for their services with a contracted salary determined by the board. Administrative contracts shall be reviewed annually. The board shall determine the terms and length of each contract. The board's attorney may develop and review administrator contracts. (See KB)

Qualifications and Duties

The superintendent shall develop appropriate job descriptions for each administrative position. When adopted by the board, job descriptions shall be filed in the central office and may be 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. The superintendent shall screen all applicants and may use other staff members to assist. The superintendent shall make recommendations to the board. The district may pay preapproved expenses incurred by candidates interviewed for an administrative position.

Assignment

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

Orientation

The superintendent shall conduct an appropriate administrative orientation program.

Supervision

The superintendent shall be responsible for supervising all administrative personnel.

Administrative Intern Program

The board may establish, by contract with an approved administrator training institution, an administrative intern program.

Travel Expense and Reimbursement

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

Approved:

KASB Recommendation – 1/02; 7/03; 4/07; 12/14

CGI **Administrator Evaluation** (See CEI and GAK)

CGI

Administrative personnel shall be evaluated in writing by the superintendent in accordance with legal requirements 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 others authorized by law.

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

Approved:

KASB Recommendation – 01/02; 4/07; 6/14

CJ **Hiring Consultants** (See BBG, CL and ID)

CJ

The administration may use professional consultants. The board shall approve any consultant pay in advance or may instruct the superintendent to budget a specific amount for consultant fees.

Approved:

KASB Recommendation – 01/02; 4/07

CK Professional Development Opportunities

CK

The board encourages, and may require, administrators to attend activities which will directly benefit the schools. The district may pay expenses to attend meetings approved by the superintendent.

Approved:

KASB Recommendation – 01/02; 4/07

CL **Administrative Teams** (See BBG, CJ and ID)

CL

The board advocates the team concept of school administration.

Method of Appointment

The superintendent shall select the members of each administrative team.

Organization

The superintendent shall determine the organization of each administrative team.

Resources

With board approval, the team may use outside consultants and district resources.

Financial

The superintendent may recommend an administrative team budget to the board.

Approved:

KASB Recommendation – 01/02; 4/07

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

CM

Administrative employees who fail to implement board policies may, by board action, be suspended, demoted, placed on probation, nonrenewed or terminated.

Approved:

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

CMA Administrative Rules and Regulations

CMA

(See BDA, CM, DJFAB, GAA and JA)

The superintendent is responsible for recommending, rules and regulations necessary to carry out board policy and to operate the district's schools. These rules and regulations shall constitute the administrative handbooks governing the schools and shall be considered for approval, modification or disapproval by the board. No administrative rule shall conflict with board policy.

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

Staff Involvement

The superintendent may include representatives of those employees who will be affected at the planning stage.

Community Involvement

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

Student Involvement

The superintendent may consider students' opinions concerning rules which affect them.

Rules Drafting

All proposed rules may be submitted to the legal counsel to determine their legality before they are submitted to the board.

Disseminating Rules

All employees who play a role in enforcing the rules or who will be affected by any rule changes shall be given copies of the pertinent rules and any revisions.

Reviewing Rules

Administrative rules adopted by the board shall be subject to regular review by the administrative staff. Proposed changes shall be submitted to the board.

Action Allowed When No Policy Exists

In an emergency when action must be taken, the superintendent shall have authority to act. Any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident may have created.

Approved:

KASB Recommendation – 01/02; 4/07

CN **Public Records**

CN

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

The board shall designate a Freedom of Information Officer, the superintendent with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws and may assign another district employee 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 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, or kept by or is in the possession of the district, including those exhibited at public board meetings.

Central Office Records

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

Building Records

Records maintained by the building principals shall include, but 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 central office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. Copies of open records shall be available on written request.

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 by the Kansas Open Records Act. The custodian shall either grant or deny the 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-business 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.

Advance payment of the expense of copying open records shall be borne by the individual requesting the copies, but the expense shall not exceed the actual cost of making copies including an employee's time. Cost for copies shall be 10 cents per page. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

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 is designated as the official custodian of all board records maintained by the district. The superintendent is designated as official custodian of all district office records maintained by the district. Each building principal 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 IDEA and JR)

Approved:

KASB Recommendation – 12/14; 12/16; 10/17

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

CNA

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.

Approved:

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

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

CO Reports

CO

The board may require reports from the superintendent or other staff members. The board delegates to the superintendent authority to request reports from any staff member.

Types of Reports

Annual

The superintendent shall submit to the board an annual report summarizing the district's operations for the preceding school year. The report shall include the accreditation status of each district school building.

Budget Reports

The superintendent shall present a monthly budget report to the board. The 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.

Disseminating Reports

The board, upon request, may receive copies of reports submitted to the superintendent if there is no potential violation of any staff or students' privacy rights.

Approved:

KASB Recommendation – 01/02; 4/07