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CA Goals and Objectives

CA

The goal of school administration is to create an environment in which students can learn more effectively. All administrative duties and functions should be evaluated relative to the contributions made to improve instruction, increase student learning, and develop worthwhile citizens. The administration should select staff who will develop student abilities.

The superintendent should possess leadership qualities which motivate all staff members to improve the educational program and attain the board's goals and objectives. The superintendent, with the board's direction, shall mobilize and coordinate all available resources to develop an educational program designed to stimulate the best effort in all students.

Approved:

CB Ethics

CB

An administrator's professional behavior must conform to an ethical code. The code must be both idealistic and practical, so that it can apply to all administrators. The administrator acknowledges that schools belong to the public and that they must provide educational opportunities to all. An administrator's actions will be viewed and appraised by the community, his professional associates, and the 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 and protects the civil and human rights of all individuals;

Obeys local, state and national laws;

CB Ethics**CB-2**

Implements the board's policies, rules and regulations;

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

Avoids using a 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:

CD Line and Staff Relations**CD**

Line and staff administrators are those employees responsible for discharging various functions at the building level, (See CC Organizational Charts), and who are concerned with the management of auxiliary activities and who serve as an advisory or consulting capacity to the superintendent.

Both line and staff administrators are ultimately responsible to the board for the conduct of their official duties. Line administrators have direct supervisory responsibilities over subordinate staff members. Staff administrators shall act as advisors and resource persons to all line administrators but may, at the discretion of the superintendent or board, exert direct administrative control over line administrators.

Approved:

CD-R Line and Staff Relations

CD-R

The superintendent's administrative subordinates have authority to administer district programs assigned to them by the superintendent. These responsibilities may include direct supervision of line administrators; line administrators may be required to report directly to the superintendent's designated representative.

Appropriate job descriptions shall be developed by the administration for each line and staff position and filed with the clerk.

Approved:

CE Superintendent of Schools

CE

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:

CEA Qualifications

CEA

The superintendent shall have or be eligible for a Kansas superintendent's certificate.

Approved:

CEB Duties

CEB

The responsibility of the superintendent shall be:

To serve as administrative head of the district;

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

To administer the development and maintenance of an educational program designed to meet the community's needs, to study recent educational developments and to recommend changes in programs;

To carry out the board's policies and rules;

To monitor educational policies and to recommend needed changes to the board;

To recommend positions required to provide adequate 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 business administration matters;

To study the schools' needs and to keep the public informed concerning these needs;

To assure that the district finances are properly managed.

Approved:

CEC Recruitment

CEC

The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall recruit candidates who can best accomplish this objective. The board shall consider only candidates who meet both state and local qualifications and who display the ability to successfully carry out the superintendent's duties.

CEC Recruitment

CEC-2

The board may solicit applications from qualified members of the staff and may list the vacancy with placement offices.

Approved:

CED Appointment

CED

The board may offer a contract not to exceed three years in length.

Approved:

CED-R Appointment

CED-R

The superintendent's contract shall be considered for renewal on or before the statutory date for nonrenewal.

Approved:

CEE Compensation and Benefits (See KB)

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: July 28, 2003

CEF Expense Reimbursement

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 receipts and reimbursement expenses at least once a month. Credit card use shall be reported monthly to the board. 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: - 6/01

CEG Staff Development Opportunities

CEG

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

Approved:

CEI Evaluation

CEI

The board shall evaluate the superintendent in accordance with the minimum statutory requirements for the first four years of employment and annually thereafter, using the appraisal instrument. The appraisal instrument may be used by the superintendent as a self-evaluation instrument prior to this evaluation by the board.

Each individual board member shall complete and submit appraisal forms to the board president. The president shall formulate a summary of the individual responses and allow time for necessary discussion. The summary shall use the same format as the individual board member's appraisal form. The board president shall sign the summary as the board's agent and as the evaluator.

CEI Evaluation

CEI-2

The board shall review the summary with the superintendent in an executive session. If written comments are needed, the president or the superintendent may seek additional clarification from individual board member(s). After the evaluation is complete, the individual appraisal forms shall be destroyed; and the summary and any response 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 at the district office with the clerk.

Approved:

CEI-R Evaluation (See GBI)

CEI-R

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;

Encourage 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

CEI-R Evaluation (See GBI)

CEI-R-2

Establish reasonable standards for continued employment of the superintendent.

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 goal 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:

Established criteria which are applicable to all administrators;

Responsibilities defined in the superintendent's job description; and

Board/superintendent developed performance goals and objectives.

The board and the superintendent shall develop an evaluation form that will provide the basis for the two formal evaluations and any informal discussions on the superintendent's performance.

After the board has developed a composite rating on the evaluation form reflecting the board's consensus of the superintendent's performance evaluation, the board shall give a copy to and meet with the superintendent in executive session to discuss the district's management and the ratings on the evaluation form. During the end-of-year evaluation, the superintendent shall take informal notes which will be reviewed with the board president prior to the preparation of a letter to the superintendent summarizing the evaluation.

CEI-R Evaluation (See GBI)

CEI-R-3

The board shall provide official copies of the completed end-of-year evaluation form and cover letter for the superintendent and for the district to file as a permanent record.

Approved:

CEJ Separation

CEJ

The board may elect not to renew the superintendent's contract.

Approved:

CEK Resignation

CEK

The superintendent may submit a resignation to the board president at a regular or special meeting. The board will consider the acceptance of the resignation in light of the needs of the district.

Approved:

CF Board-Superintendent Relations

CF

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

Approved:

CG Administrative Personnel (See also 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.

CG Administrative Personnel (See also KB)

CG-2

Travel Expense and Reimbursement

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

Approved: July 28, 2003

CG-R Administrative Personnel

CG-R

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. Contract forms for administrators shall be drawn by the board's attorney.

Qualifications and Duties

Referenced to the appropriate job description and handbook.

Approved:

CGI Evaluation (See CEI, GBI)

CGI

Administrative personnel shall be evaluated in writing by the superintendent in accordance with the minimum statutory 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 in the central office with the clerk and may be published in the appropriate handbook.

Approved:

CJ Consultants (See BBG)

CJ

The administration may use professional consultants. Consultants shall be approved by the board in advance.

Approved:

CK Professional Development Opportunities

CK

The board may require administrators to attend summer sessions, conferences, workshops or other activities which will directly benefit the schools. Expenses may be paid by the district to attend meetings approved by the superintendent.

Approved:

CL Councils, Cabinets and Committees

CL

The board advocates the administrative team concept of school administration and hereby establishes an administrative council.

Method of Appointment

All administrators are automatically members of the administrative council.

CL Councils, Cabinets and Committees

CL-2

Organization

The superintendent shall serve as the chair of the administrative council and, with the recommendations of the council, will determine the councils organization.

Resources

The administrative council shall have at its disposal all of the personnel resources of the district normally used by the professional staff. With board approval, the council may utilize outside consultants and resources to implement the councils activities.

Material

The administrative council may utilize material purchased by the district to implement the councils activities.

Financial

The superintendent may recommend a budget to the board for the administrative council.

Reporting

All district committee reports to the board shall first come to the administrative council. Reports should pertain to the activities of the council and the council may take the form of recommendations to the board.

Approved:

CL-R Councils, Cabinets and Committees

CL-R

Administrative council meetings shall be held at times deemed appropriate by the chair.

Financial

Funds for the administrative councils budget shall be included in the districts general fund.

Approved:

CM Policy Implementation

CM

Failure of any administrative employee to implement board policies may result in suspension, demotion, probation, nonrenewal or termination of employment in accordance with procedures set forth in these policies and rules. (See BD et seq.)

Approved:

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

CMA Administrative Rules

CMA-2

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 students' 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.

Rules Dissemination

Copies of administrative rules shall be given to all employees who play a role in enforcing the rules or who will be affected by any rule changes.

Rules Review

Administrative rules adopted by the board shall be subject to frequent review by the board and the administrative staff.

Administration in Policy Absence

In an emergency when action must be taken where the board has provided no guides for administrative action, the superintendent shall have the power to act, but any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident has created.

Approved:

CMA-R Administrative Rules

CMA-R

No administrative rule shall be in conflict with board policy.

Rules Drafting

All proposed rules shall be submitted to the board attorney or a KASB attorney before being submitted to the board for final approval.

Staff Involvement

The superintendent and principals may appoint committees for functions not being performed by existing groups or persons.

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. (See 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

If 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.

Approved:

CN Records

CN

The board shall designate a Freedom of Information Officer with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and may assign another district employee to handle requests for records and 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

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. This excludes records copyrighted by persons or groups other than the district and other exceptions according to current statute.

Central Office Records.

Records maintained by the superintendent shall include, but not be limited to, the following: financial, employee, 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 fund and student records (cumulative, confidential and attendance). (See JR et seq.) No personnel records will be maintained in the building.

Public Use

All records except those deemed confidential by Kansas Open Records Act shall be open to inspection by the general public during regular office hours of any school or the central office. Whenever the school central office is closed on school vacation days which are normal business days, the telephone number of an available school administrator who will accept a request for access to records shall be posted at the central office. (See JR et seq.) 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.

To the extent possible, requests for access to records shall be acted on immediately. If the request is not acted on immediately, the custodian shall inform the requester of when and where the open record will be made available. The record shall be made available within three business days of the request. Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

The board shall annually set a fee for copies and records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copy. 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 central office records shall be kept for the minimum length of time required by law.

Approved:

CN-1 Records

CN-1

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 established and 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 JR and JRB)

Approved: KASB recommendation - 6/00

CN-R Records

CN-R

The superintendent is designated as the official custodian of all central office records maintained by the district. Each building principal is designated as official custodian of all records established and maintained at the building level.

In addition to those records required by law, the superintendent shall be responsible for preparing and keeping other records necessary for the efficient operation of the district.

Employees of the district shall follow the guidelines found in the policies covering student records. Student records are not public records.

Public Use

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 subject to exemption by the Kansas Open Records Act. The custodian's decision shall be made within three days of receipt of the request as provided by law. If access is not granted

immediately, the custodian shall give a detailed explanation of the delay, and the time and place the record will be available.

If the custodian does not grant the request, the person requesting shall, within three days of the request, receive a written explanation.

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 copy, but the expense shall not exceed the actual cost of making copies including an employee's time. Under no circumstances shall the record 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.

Record Listings

Employees are prohibited from giving or selling lists of any school records to any person except as authorized by law or board policy.

Disposition

Each principal or the superintendent is responsible for the destruction of records according to current law.

Approved:

UNIFIED SCHOOL DISTRICT NO. 289
WELLSVILLE, KANSAS

PUBLIC REQUEST
FOR
SCHOOL RECORDS

Person requesting records _____

Address of person requesting records _____

Date and time the request was made _____

Specific records being requested:

NOTE: Description must be specific enough to ensure that the records requested are the records provided.

____ Approval to release records

____ Denial to release records

____ Delayed release of records

Reason for denial or reason for delay:

Custodian/
Freedom of Information Officer

Date

Approved:

CO Reports

CO

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 (See 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:

CO-R Reports

CO-R

Types

The superintendent's annual report may 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 may 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 may include each account, the original appropriation, the amount expended to date, the amount encumbered to date, and the remaining balance in each account.

Approved: