

BOARD POLICIES UNDER
SECTION C -- GENERAL SCHOOL ADMINISTRATION

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.

CB Ethics

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;

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;

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CB Ethics (Continued)

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.

CD Line and Staff Relations

Line and staff administrators are those employees responsible for discharging various functions at the building level, 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, through the superintendent, 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 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.

CD-R Line and Staff Relations

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.

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.

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CE School Superintendent (Continued)

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, nor shall the board assume these powers and duties.

CEA Qualifications

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

CEB Duties

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 board informed concerning these needs;

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CEB Duties (Continued)

To assure that the district finances are properly managed.

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.

CED Appointment

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

CED-R Appointment

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

CEE Compensation and Benefits

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

CEF Expense Reimbursement and Credit Cards (Administrators)

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 reimbursements 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 purchase or remitted to the district treasurer for accounting and deposit.

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CEF Expense Reimbursements and Credit Cards (Administrators) (Continued)

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.

CEG Staff Development Opportunities

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

CEI Evaluation

The board shall adopt an evaluation system that provides a basis for formal evaluations 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 the 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.

CEI-R Evaluation

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.

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CEI-R Evaluation (Continued)

Procedures

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:

Established criteria which are applicable to all administrators;

Responsibilities defined in the superintendent's job description; and

Board/superintendent developed performance goals and objectives.

Approved: KASB Recommendation – 6/00

CEJ Separation

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

CEK Resignation

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.

CF Board-Superintendent Relations

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

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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

Assignments of administrative personnel other than to an administrative position, shall be the prerogative of 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 and evaluating all administrative personnel.

Time Schedules

Administrative time schedules and work loads shall 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.

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CG Administrative Personnel (Continued)

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 when approved in advance by the superintendent. All out-of-state travel must be approved by the board. Requests by administrators for out-of-state travel must be made at the board meeting at least one regular meeting before the desired travel.

CG-R Administrative Personnel

The board will receive 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 building 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.

CGI Administrator Evaluation (See CEI, GBI)

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

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CGI Administrator Evaluation (Continued)

only to the board, the appropriate administrator, the superintendent and others authorized by law.

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

CGK Suspension

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.

CJ Consultants (See BBG)

The administration may use professional consultants and speakers. The board shall approve any such service which exceeds \$1,000.

CK Professional Development Opportunities

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

CL Superintendent's Administrative Council

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

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CL Superintendent's Administrative Council (Continued)

Method of Appointment

All administrators and head teacher(s) are automatically members of the administrative council and shall attend all council meetings, unless excused by the superintendent.

Organization

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

Resources

The administrative council shall have at its disposal all of the personnel and material resources of the district normally used by the professional staff.

Reporting

The board receives the agenda and minutes from the superintendent.

CL-R Superintendent's Administrative Council

Administrative council meetings shall be held at times deemed appropriate by the chair. All members of the council shall attend regular board meetings of the board unless excused by the superintendent.

CM Policy Implementation

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

CMA Administrative Rules

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 in the policy manual and authorized handbooks, shall constitute the administrative regulations governing the schools and shall be considered for approval, modification or disapproval by the board.

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CMA Administrative Rules (continued)

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 utilize appropriate certified and/or noncertified employees for the exchange of ideas and feelings regarding the district's operation when developing rules and regulations affecting their representative group. 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 students' opinions concerning the rules which affect them. (See also JCB)

Rules Adoption

All administrative rules recommended by the superintendent shall be reviewed by the administrative staff before being implemented.

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 periodic 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 policy guides for administrative action, the superintendent shall have the power to act,

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CMA Administrative Rules (Continued)

but any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident has created.

No administrative rule shall be in conflict with board policy.

Rules Drafting

All proposed rules of a legal nature shall be submitted to the board attorney or a KASB attorney for review and written reaction 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. (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

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 will be drafted, to be presented at the next board meeting.

CN Records

The board shall designate the business manager as Freedom of Information Officer, with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act other applicable laws and may assign the Board Clerk 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.

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CN Records (Continued)

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 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 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.

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CN Records (Continued)

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 individual requesting the copies. 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 10 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 is designated as the official custodian of all board records maintained by the district. The Board Clerk is also 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

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CN Records (Continued)

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)

Retention of Documents in Certain Circumstances (See CNA)

CNA Document Production, Including Electronic Information

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 willfully destroyed as long as the legal action is pending.

CO Reports

The board may require reports from the staff.

Types

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 if the superintendent approves and a copy has been received by the board.

Types

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.

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