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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 of all students.

Approved: 1-13-92

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;
- 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.

For the purpose of this policy, district administration may include district, building, and program administrative employees who are responsible for discharging the various functions of the district, who are concerned with the management of auxiliary activities, and who serve in advisory or consulting capacity to the superintendent.

Administrative employees are ultimately responsible to the Board of Education for the conduct of their official duties. Program administrators will act as advisors and resource persons to all district and building administrators.

Approved: 1-13-92

The superintendent may assign the authority to administer district programs to program directors. These responsibilities may include direct supervision of administrative personnel.

Appropriate job descriptions will be developed by the administration for each district, building, and program administrative position.

Approved: 1-13-92

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: 1-13-92

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

Approved: 1-13-92

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 new and innovative 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 educational 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: 1-13-92

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.

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

Applications for the superintendency shall be screened by a professional committee selected by the board. Finalists' districts should be visited by persons designated by the board. Selected candidates shall be interviewed by the board.

Approved: 1-13-92

CED

Appointment

CED

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

Approved: 1-13-92

CED-R

Appointment

CED-R

The superintendent's contract shall be considered for renewal at the regular January board meeting or, if necessary, no later than the statutory date for non-renewal.

Approved: 1-13-92

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: 10-13-03

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. 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: 09-09-02

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: 1-13-92

The board shall develop 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 appraisal 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. Current evaluation procedures and policies shall be filed with the Kansas State Department of Education. Any revisions in the evaluation system shall include input from the superintendent.

Approved: 8-9-04

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

Approved: 1-13-92

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: 1-13-92

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

Approved: 1-13-92

The board will employ administrative personnel as needed.

Compensation Guides and Contracts

Administrative personnel shall be compensated for their services with a 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, such 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 nonrenewal 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.

Appointments

Central office administrators and building principals will have the opportunity to accept committee appointments to organizations at the local, state, and national levels. However, they must seek approval from the Superintendent of Schools prior to acceptance.

Resignations

Administrative resignations will be accepted prior to the statutory date of May 15. Any resignation after that date will be subject to the employment of a suitable replacement. A replacement shall be considered suitable when an agreement is reached between the Board of Education and Superintendent of Schools.

Approved: 10-13-03

It is not the policy of the Board of Education to make any payment for unused vacation leave. All vacation leaves are to be used during the contracted year and they do not accumulate.

Approved: 12-13-93

Administrative personnel shall be evaluated in writing by the superintendent or his designee 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.

Approved: 1-13-92

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

Approved: 1-13-92

The board, through recommendation by the superintendent, 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: 1-13-92

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.

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 resources of the district normally used by the professional staff. With board approval, the council may utilize outside consultants and resources to implement the council's activities.

Personnel

The administrative council may use any noncertified district staff to implement the council's activities.

Material

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

Financial

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

Reporting

The board may call for reports from the administrative council. Reports should pertain to the activities of the council and may take the form of recommendations of the council to the board.

Approved: 1-13-92

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

Financial

Funds for the administrative council's budget shall be included in the district's general fund.

Approved: 1-13-92

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.

Approved: 10-9-00

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 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: 1-13-92

No administrative rule shall be in conflict with board policy.

Approved: 1-13-92

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 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 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, and 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, 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. Copies of open records shall be available upon 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 (3) 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 (3) 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 of 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.

The clerk is designated as the official custodian of all board records maintained by the district. The superintendent is designated as the official custodian of all district 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)

Retention of Documents in Certain Circumstances (See CNA)

Approved: 7-9-07

UNIFIED SCHOOL DISTRICT 428
Great Bend, Kansas
(Ref. CN Records)

Public Request for Records

Name _____ of _____ 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

=====

For Office Use Only:

Date and time the request was made: _____

Estimated cost of copies and applicable employee time: _____

(to be paid in advance)

Approved: 7-9-07

(See BCBK, BE, CN, ECA, IDEA, II, JGGA, JR et seq., and KBA)

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: 7/9/07

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