

Table of Contents
C - GENERAL SCHOOL ADMINISTRATION

CA	Goals and Objectives of School Administration	CA	1
CB	Administrator Ethics	CB	1
CD	Administrative Line and Staff Relations	CD	2
CE	Superintendent of Schools	CE	2
CEA	Superintendent Qualifications	CEA	3
CEB	Superintendent's Duties	CEB	3
CEC	Superintendent Recruitment	CEC	3
CED	Appointment	CED	4
CEE	Compensation and Benefits	CEE	4
CEF	Expense Reimbursement and Credit Cards	CEF	4
CEG	Superintendent's Professional Development Opportunities	CEG	5
CEI	Evaluating the Superintendent	CEI	5
CEI-R	Evaluation	CEI-R	5
CEJ	Nonrenewing or Terminating the Superintendent's Contract	CEJ	6
CEK	Resignation	CEK	7
CF	Board-Superintendent Relations	CF	7
CG	Administrative Personnel	CG	7
CGI	Administrator Evaluation	CGI	8
CGK	Suspension	CGK	8
CJ	Use of Consultants	CJ	9
CK	Professional Development Opportunities	CK	9
CL	Administrative Teams	CL	9
CM	Policy Implementation	CM	10
CMA-R	Administrative Rules and Regulations	CMA-R	10

CN	Public Records	CN	11
	PUBLIC REQUEST FOR SCHOOL RECORDS		14
CAN	Document Production, Including Electronic Information*	CNA	15
CO	Reports	CO	15

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: October 2014

CB Administrator 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 reviewed 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.

Approved: August 1993

CD Administrative 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.

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: August 1993

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: August 1993

CEA Superintendent Qualifications

CEA

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

Approved: October 2015

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

CEB Superintendent’s 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 conditions 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 school’s needs and to keep the public informed concerning these needs;
- To assure that the district finances are properly managed.

Approved: August 1993

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

the qualification of a candidate 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: June 2022

KASB Recommendation – 01/02; 4/07; 12/14; 6/22

CED Appointment

CED

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

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

Approve: August 1993

CEE Compensation and Benefits

CEE

(See KB)

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: April 2004

CEF Expense Reimbursement and Credit Cards

CEF

(See CG, GAN and KB)

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 accounting 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: October 2015

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

CEG Superintendent’s Professional 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: August 1993

CEI Evaluating the Superintendent 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: November 2004

CEI-R Evaluation CEI-R
(See GBI)

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.

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: October 2000

CEJ Nonrenewing or Terminating the Superintendent's Contract

CEJ

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

Approved: August 1993

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: August 1993

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, and it will normally proceed in those areas only after receiving recommendations from the superintendent.

Approved: August 1993

KASB Recommendation – 01/02; 4/07; 6/20

CG Administrative Personnel

CG

(Also see KB)

The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

Administrative personnel shall be compensated for their services with a contract 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 reviews 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 and Expense Reimbursement

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

Approved: April 2004

CGI Administrator Evaluation

CGI

(See CEI and GAK)

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: October 2014

CGK Suspension

CGK

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.

Approved: October 2019

KASB Recommendation – 6/19

CJ Use of Consultants

CJ

(See CL and ID)

The superintendent may contract with professional consultants in accordance with Policy DJFA. The superintendent shall report any use of consultants to the board and provide updates as requested.

Approved: July 2024

KASB Recommendation - 6/24

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: August 1993

CL Administrative Teams

CL

(See CJ, DJFA and ID)

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

Within the parameters established by board policies CJ and DJFA, the team may use outside consultants and district resources.

Financial

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

CM Policy Implementation CM

(See BDA, CGK, GAA, and JA)

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

Approved: July 2024

KASB Recommendation- 6/00; 01/02; 04/07; 06/19; 6/22; 6/24

CMA-R Administrative Rules and Regulations 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

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 may be drafted, together with appropriate rules, to be presented at the next board meeting,

Approved: August 1993

CN Public Records

CN

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

The board designates the Board Clerk as its Freedom of Information Officer. The Freedom of Information Officer shall have the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws. The board further assigns the Clerk 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 concerning record access 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, 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 may 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 may 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

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 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-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.

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 requestor. 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 20 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 and 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 IDAE and JR through JRD)

Approved: October 2019

KASB Recommendation – 6/00; 01/02; 4/07; 6/07; 12/16; 12/18; 6/19

UNIFIED SCHOOL DISTRICT NO. 412
HOXIE, KANSAS
PUBLIC REQUEST FOR SCHOOL RECORDS

Person requesting records _____

Address of person requesting records _____

Specific records being requested:

_____ 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)

CAN Document Production, Including Electronic Information*

CNA

(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 as long as the legal action is pending.

Approved: October 2019

KASB Recommendation – 02/07; 4/07; 6/07; 6/19

*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 staff.

Types

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

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: August 1993