

## C—GENERAL SCHOOL ADMINISTRATION

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## **CA Goals and Objectives**

The purpose of school administration is to help create and to foster an environment in which pupils can learn most effectively. All administrative duties and functions should be appraised in terms of the contribution that is made to better instruction, more effective learning, and the development of worthwhile citizens who have the ability to think and who are capable of using their abilities wisely. One of the most important responsibilities that rests upon the administration is to select teachers who will discover and develop in pupils abilities which might otherwise remain dormant.

The superintendent of schools must shoulder much of the responsibility for the success or failure of his organization. He/she should possess those qualities of leadership, which motivate all members of his/her staff to work for the improvement of the educational program. It is his/her responsibility, under the direction of the school board, to mobilize and coordinate all available resources in the development of an educational program designed to stimulate the best effort in all pupils.

Approved:

## **CB Ethics**

The board of education endorses the code of ethics of the American Association of School Administrators, which reads as follows:

### PREAMBLE

Public education in America rests on firm commitments to the dignity and worth of each individual; to the pre-eminence of enlightenment and reason over force and coercion; and to government by the consent of the governed. Public schools prosper to the extent they merit the confidence of the people. In judging its schools, society is influenced to a considerable degree by the character and quality of their administration. To meet these challenges school administrators have an obligation to exercise professional leadership.

Society demands that any group that claims the rights, privileges, and status of a profession prove itself worthy through the establishment and maintenance of ethical policies governing the activities of its members. A professional society must demonstrate the capacity and willingness to regulate itself and to set appropriate guides for the ethical conduct of its members. Such obligations are met largely by practitioners through action in a professional society such as the American Association of School Administrators.

Every member of a profession carries a responsibility to act in a manner becoming a professional person. This implies that each school administrator has an inescapable obligation to abide by the ethical standards of his profession. The behavior of each is the concern of all.

Approved:

## **CB Ethics (cont.)**

The conduct of any administrator influences the attitude of the public toward the profession and education in general.

The policies of ethical behavior are designed to inspire a quality of behavior that reflects honor and dignity on the profession of school administration. They are not intended as inflexible rules or unchangeable laws. They serve to measure the propriety of an administrator's behavior in his working relationships. They encourage and emphasize those positive attributes of professional conduct, which characterize strong and effective administrative leadership.

- Policy 1. The professional school administrator constantly upholds the honor and dignity of his/her profession in all his/her actions and relations with pupils, colleagues, school board members, and the public.
- Policy 2. The professional school administrator obeys local, state, and national laws; holds himself/herself to high ethical and moral standards, and gives loyalty to his/her country and to the cause of democracy and liberty.
- Policy 3. The professional school administrator accepts the responsibility throughout his/her career to master and to contribute to the growing body of specialized knowledge, concepts, and skills which characterized school administration as a profession.
- Policy 4. The professional school administrator strives to provide the finest possible educational experiences and opportunities to all persons in the district.

**CB Ethics (cont.)**

- Policy 5. The professional school administrator applying for a position or entering into contractual agreements seeks to preserve and enhance the prestige and status of his/her profession.
- Policy 6. The professional school administrator carries out in good faith all policies duly adopted by the local board and the regulations of state authorities and renders professional service to the best of his/her ability.
- Policy 7. The professional school administrator honors the public trust of his/her position above any economic or social rewards.
- Policy 8. The professional school administrator does not permit considerations of private gain or personal economic interest to affect the discharge of his/her professional responsibilities.
- Policy 9. The professional school administrator recognizes that the public schools are the public's business and seeks to keep the public fully and honestly informed about their schools.

Overview

High standards of ethical behavior for the professional school administrator are essential and are compatible with his/her faith in the power of public education and his/her commitment to leadership in the preservation and strengthening of the public schools.

Approved:

**CB Ethics (cont.)**

The true sense of high calling comes to the superintendent of schools as he/she faces squarely such widely held beliefs as the following:

- A. The effectiveness of the schools and their programs as inescapably the responsibility of the superintendent.
- B. Every act, or every failure to act, of the superintendent has consequences in the schools and in the lives of people.
- C. In many situations and to many people in a community, the superintendent is the living symbol of their schools.
- D. The public entrusts both the day-to-day well-being and the long-range welfare of its children and of its school system to the superintendent and board of education.
- E. The ultimate test for a superintendent is the effort which he/she makes to improve the quality of learning opportunity for every child in the schools.
- F. In the long run, what happens in and to the public schools of America, happens to America.

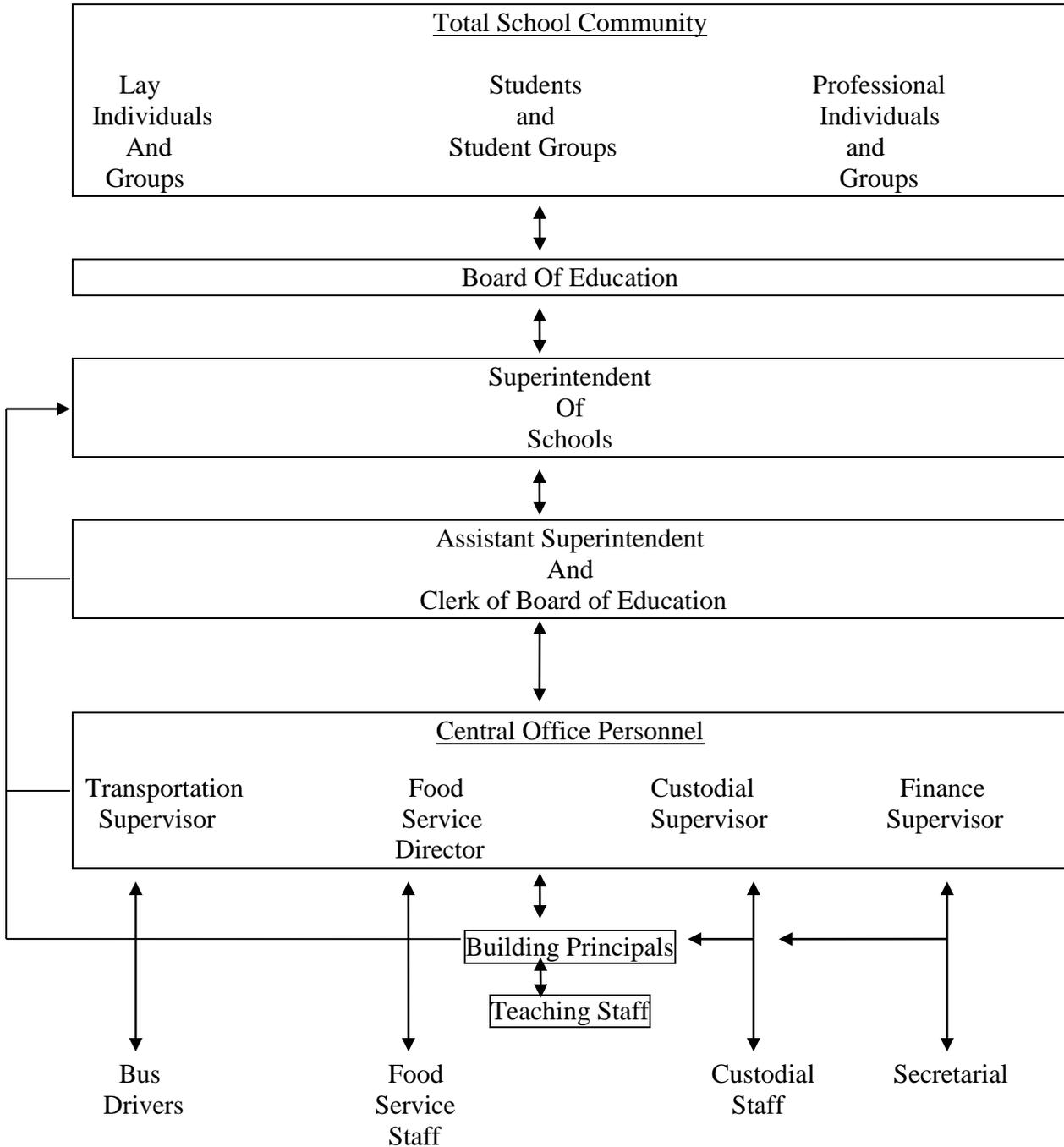
Approved:

CC Organizational Charts

ORGANIZATIONAL CHART

Prairie Hills Unified School District No. 113

Sabetha, Kansas



## **CD Line and Staff Relations**

For the purposes of this policy, line officers are those administrative employees who are responsible for discharging the various functions of the school district. (Cf. CC Organizational Charts) Staff officers are those administrative employees who are concerned with the management of auxiliary activities and who serve as an advisory or consulting agency to the superintendent of schools.

Both line and staff administrative employees are ultimately responsible to the superintendent for the conduct of their official duties. Staff officers will act as advisors and resource persons to all line officers but may, at the discretion of the superintendent or board, exert direct administrative control over line officers.

Approved:

## **CD-R Line and Staff Relations**

The assistant superintendent of schools has the authority to administer school district programs assigned to him/her by the superintendent of schools. These responsibilities may include direct supervision of line administrators or in some instances, line administrators may be required to report directly to the assistant superintendent.

Appropriate job descriptions will be developed by the administration for each line and staff position.

Approved:

**CE School Superintendent (Cf. ABD)**

The superintendent shall be the chief administrative officer of the school system and shall have, under the direction of the board, general supervision of all of the public schools and of all the personnel and various personnel departments of the school district. The superintendent is responsible for the management of the schools under the board policies, and is accountable to the board.

The superintendent, at his/her discretion, 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 vote of 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**

The superintendent of schools shall have:

Earned at least a master's degree from an approved institution of learning with graduate study in educational administration. Although a doctorate is not required, work toward the degree is considered desirable.

Experienced with three years of successful knowledge in teaching and in the administration of schools.

Established himself/herself as an educational leader in the profession through active participation in a variety of areas.

Approved:

## **CEB Duties**

The responsibilities of the superintendent shall be:

To serve as administrative head of the entire school district in charge of both educational and business functions;

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

To administer the development and maintenance of a positive educational program designed to meet the needs of the community and to keep abreast of the best educational developments and advice regarding changes in programs;

To carry out policies of the board;

To initiate matters of educational policy and to make definite recommendations thereon;

To recommend the number and types of positions required providing proper 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 of education;

To supervise the preparation of the annual budget and to recommend it to the board for approval;

To advise and recommend in matters of business administration; to pass upon all proper requests for equipment and supplies; to point out possible economics; and to supervise activities of the school district;

To conduct a continuous study of the development and needs of the schools and to keep the public adequately informed concerning his/her findings.

Approved:

## **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: 07/11/2022

**CEC-R      Recruitment**

All applicants may be screened by a committee comprised of qualified educators residing outside the school district. The board of education will conduct personal interviews with all recommended candidates and their wives.

Expenses incurred by candidates who are interviewed by the board of education will be paid by the school district.

The board shall endeavor to conduct interviews on a school day so that applicants may visit the schools of the district while they are in session.

Approved:

**CED    Appointment**

The superintendent may be offered up to a three-year contract of employment, renewable annually.

Approved:

**CED-R      Appointment**

The superintendent's contract will be considered for renewal at the meeting of the board of education in January.

Approved:

**CEE      Compensation and Benefits**

Compensation of the superintendent will be determined annually by the board of education and will be based on the board of education's evaluation in relation to the superintendent's ability to carry out the policies of the school districts.

Approved:

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

The superintendent's use of a district motor vehicle and a district credit card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses.

All rewards points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for 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: 09/14/2015

**CEF-1            Expense Reimbursement**

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 and in accordance to DJE-R-1.

Approved:

**CEG Professional Development Opportunities**

The superintendent shall keep informed of modern educational thoughts and practices by study, by visiting other school districts, by attendance at educational conferences, and by other such means as may appear to be appropriate.

Approved:

**CEI Evaluation (Cf. GBI-GBI-R)**

The board shall evaluate the superintendent annually in accordance with duly accepted personnel practices in relation to top executives. This evaluation shall be discussed with the superintendent by the board as a whole or with its duly designated representatives.

Approved:

**CEI-R Evaluation (Cf. GBI-GBI-R)**

The board of education will develop an appropriate evaluation instrument with the help of the Kansas Association of School Boards, Kansas Association of School Administrators and other administrative groups.

Approved:

**CEJ Separation**

The board of education may elect not to renew the contract of the superintendent for any just cause.

Approved:

**CEJ-R Separation**

In the event the board of education votes not to renew the superintendent's contract, said vote shall be based on a series of appropriate evaluations by the entire board.

Approved:

**CEK Resignation**

The superintendent may resign from his/her position at any time upon submission of a written resignation submitted to the president of the board of education at a regular or special board meeting. The board will accept or reject said resignation and approve of a termination date in the light of the needs of the school district.

Approved: 12/05/2011

**CF Board-Superintendent Relations (See BBC)**

**CF**

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

Approved: 07/13/2020

**CG Administrative Personnel**

The board of education will employ such administrative personnel as the needs of the school district require.

Approved:

**CG-R Administrative Personnel**

The board will solicit the recommendations of the superintendent in appointment, assignment, transfer, demotion or termination of any administrative personnel.

Approved:

**CGA Compensation Guides and Contracts**

All administrative personnel will be compensated for their services in conformity with an administrative salary recommended by the superintendent, after the superintendent conducts individual conferences with each administrator.

Approved:

**CGA-R Compensation Guides and Contracts**

Central staff administrative contracts will be reviewed each January. All line administrator contracts will be reviewed each February. The term of each administrative contract will be determined by the board.

Approved:

## STATUTORY REFERENCES, ATTORNEY GENERAL'S OPINION

72-5437. Continuation of teachers' contracts; notice of termination or nonrenewal; change of terms. (a) All contracts of employment of teachers, as defined in K.S.A. 72-5436, and amendments thereto, except contracts entered into under the provisions of K.S.A. 72-5412a, and amendments thereto, shall be deemed to continue for the next succeeding school year unless written notice of termination or nonrenewal is served as provided in this subsection. Written notice to terminate a contract may be served by a board upon any teacher prior to the time the contract has been completed, and written notice of intention to non-renew a contract shall be served by a board upon any teacher on or before the third Friday in May. A teacher shall give written notice to a board that the teacher does not desire continuation of a contract on or before the 14th calendar day following the third Friday in May or, if applicable, not later than 15 days after the issuance of a unilateral contract as authorized by K.S.A. 72-5428a, and amendments thereto, whichever is the later date.

(b) Terms of a contract may be changed at any time by mutual consent of both a teacher and a board.

(c) As used in this section, "teacher" means (1) a teacher as defined by K.S.A. 72-5436, and amendments thereto, and (2) any professional employee who is a retirant from school employment of the Kansas public employees retirement system.

PAYMENT OF SALARIES (KSA 72-1390) "It shall be unlawful for any district board, board of education, board of trustees of a community high school or other agency controlling any elementary or secondary public school or public junior college in the state of Kansas to issue an order for payment of the salary of any teacher, supervisor or administrative officer who does not hold the teacher's, supervisor's or administrative officer's certificate which is valid in the state of Kansas for the particular kind of work which he performs."

Certificates shall be registered with the clerk of the board of education before the effective date of this contract.

WORKMEN'S COMPENSATION (KSA 44-501 to 44-573) Kansas school districts may elect to come within the provisions of the Workmen's Compensation Act (KSA 44-505) and the board may "designate" the employees of which of its departments are to accept the provisions of the "act." If further information is desired, write Workmen's Compensation Director, Tenth Floor, State Office Building, Topeka, Kansas.

DEFERRED INCOME-ANNUITY PLAN. On February 28, 1962, the Kansas Attorney General issued an opinion in regard to the exempt deferred annuity contract as it applied to teachers', principals' and superintendents' salaries. He stated "we are of the opinion that the boards of education of our public schools may enter into written employment contracts with its employees whereby the board will purchase an exempt deferred annuity contract as a part of the employees' wages or compensation for services." If a unified board wishes to use the annuity contract as a part of the compensation for some of their employees in order to effect some tax saving for them, the following factors should be kept in mind: First, the annuitant is limited by law to 20 per cent of the annual gross salary which he actually received in money during the taxable year; second, an amendment to the employee's contract will need to be made by mutual agreement; third, a plan for the employee's election to participate and for the selection of an insurance company will need to be developed; fourth, written board of education policies should be carefully drawn; and fifth, legal counsel in working out the plan would be advisable.

**CGB Positions**

The board of education may establish such administrative positions as the needs and capabilities of the school district dictate.

Approved:

**CGBA Qualifications and Duties**

The superintendent will develop appropriate job descriptions for each administrative position in the district.

Approved:

## **CGBAA-R Assistant Superintendent**

The assistant superintendent:

Shall be responsible for all the duties of the superintendent in the absence of the superintendent.

Shall have specific responsibility to perform all duties of the clerk of the board.

Shall act as purchasing agent for the school system.

Shall be the business agent for the district.

Shall be the “designated agent” in all matters dealing with the Kansas Public Employees Retirement System in the district.

Shall be employed for up to a maximum term of three (3) years as provided by law.

Approved:

## **CGBAB-R Principals**

The role of the principal is determined largely by the role assigned to the individual school and his/her perception of that role. The trend in school systems is to assign primary responsibility for the educational program in a school to the principal and his/her staff. The principal and the staff are expected to develop and administer the educational program within the framework of the policies established by the board. His/her leadership is the product of interaction, not status or position. Whether he/she is a leader depends upon the staff and the students' perception of him/her. He/she should set the educational tone of the school.

## **CGBAB-R Principals (cont.)**

### Duties:

To be the supervisor of instruction at his/her attendance center. He/she shall always be working for the improvement of instruction.

To be the chief disciplinary officer of his/her respective unit.

To direct the activities of his/her school in cooperation with the other schools in the district.

To supervise the enrollment and classification of the students.

To schedule classes and intermissions and use of special rooms.

To assign regular and special duties to teachers under his/her supervision.

To supervise and counsel teachers through regularly scheduled faculty meetings and conferences.

To record and keep grades, attendance records, and other required information relative to the cumulative record of each student as required by law and the board of education.

To supervise the collection of money by the teachers and students, such money to be known as the activity fund.

To administer the textbook rental system in his/her respective unit.

Some general statements about the position of principal that should be used as broad guidelines are:

The effective principal must create circumstances in which staff members have a feeling of individual responsibility.

The effective principal must be aware of the views of all clientele involved in school affairs.

The effective principal must encourage and protect the individual welfare of each and every learner.

The effective principal will constantly strive to be thorough, rational, and consistent.

The effective principal will be ready to deal with any new situation that may arise.

Approved:

**CGB-R      Positions**

The following administrative positions are authorized:

Assistant superintendent

Senior high school principals each building

Assistant principal

Junior high principal

Elementary principals

Approved:

### **CGC Recruitment**

The board of education delegates to the superintendent of schools the authority to identify and recommend the appointment of qualified individuals to fill vacant administrative positions. The board reserves the right to reject any and all recommendations and proceed on its own initiative.

Approved:

### **CGE Assignment**

Assignment of administrative personnel will be approved by the board subject to a recommendation of the superintendent.

Approved:

### **CGF Orientation**

The superintendent will develop and conduct an appropriate administrative orientation program designed to acquaint such personnel with the school district, board of education policies, duties and responsibilities and other such activities as time and the needs of the school district require.

Approved:

**CGH-R      Supervision**

The superintendent or his/her designated representative shall be responsible for the supervision of all administrative personnel.

Approved:

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

**CGI**

Administrative personnel shall be evaluated in writing by the superintendent in accordance with legal requirements for the first four years of employment and at least annually thereafter. Administrative personnel files and evaluations shall be available only to the board, the appropriate administrator, the superintendent, and others authorized by law.

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

Approved: 10/13/2014

## **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: 08/12/2019

### **CGPB Time Schedules**

Administrative time schedules will be dictated by the term of the employment contract and assigned responsibilities.

Approved:

### **CGPC Work Load**

Administrative workloads will be dictated by the employment contract and assigned responsibilities.

Approved:

**CH Part-Time Administrators**

The board of education may employ part-time administrators as the needs of the school district dictate.

Approved:

**CH-R Part-Time Administrators**

Part-time administrators must be certified as an administrator by the State Department of Public Instruction.

Approved:

**CI Administrative Intern Program**

The board may cooperate with any approved administrative training institution in establishment and maintenance of an administrative intern program.

Approved:

**CJ Consultants (Cf. BBG, FDAA, FEAA)**

The administrative and supervisory staff of the district shall encourage the use of professional consultants from the State Department of Education, Kansas Association of School Boards, colleges, universities, and other resource persons, when such consultative services will be helpful in the improvement of the educational program in the school district. All consultants should be approved by the board prior to the invitation and arrangement for visitation by such person or persons to USD 113.

Approved:

## **CJ-R Consultants**

All consultants should be hired on the basis of a written contract.

Approved:

## **CK Professional Development Opportunities**

Administrators of the district should make every effort to stay abreast of the latest developments in their respective fields. The board of education may require or otherwise encourage administrators to attend summer sessions, workshops, conferences, and other activities that will directly benefit USD 113 schools. Expenses of tuition, board and room, travel and other incidental expenses will be paid by the district to attend national, state, and local meetings approved by the superintendent in accordance with money budgeted for that purpose; to attend periodic in-service workshops sponsored by the district; to improve skills in personnel management, supervision and improvement of instruction, public relations and other aspects of school management.

Approved:

## **CL Councils, Cabinets and Committees**

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

Approved:

## **CLA Types and Functions**

The administrative council has been organized on the premise that the multiple responsibilities of the superintendent, and the best interest of the entire school district, can be better served by establishing a means that will permit the best thinking of all administrative staff members to be brought to bear on school problems. Although the board of education and the superintendent cannot absolve themselves from legally constituted responsibility for the establishment of policy and its administration, the council does provide for a two-way flow of information and effective action resulting from group thinking.

Members of the council act strictly in an advisory capacity. Their mission is to gather ideas, to present reactions of the personnel, to express opinions and to interpret school policy to other staff members in the light of detailed information they receive through the discussions in council meetings. The council provides for a frank and honest exchange of fact and opinion between the superintendent and administrative staff representatives.

Approved:

**CLB Method of Appointment**

All administrators are automatically members of the administrative council when employed in the school district.

Approved:

**CLC Organization**

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

Approved:

**CLD Resources**

The administrative council shall have at its disposal all of the resources of the school district normally used by the professional staff in fulfilling the organization's needs. The council may utilize outside consultants and resources to implement the council's activities to the extent that the school district's financial capabilities will allow.

Approved:

**CLDA Personnel**

The administrative council may utilize any of the non-certified staff of the school district to implement the council's activities.

Approved:

**CLDB Material**

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

Approved:

**CLDC Financial**

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

Approved:

**CLDC-R      Financial**

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

Approved:

**CLE      Liaison**

The administrative council may develop and cultivate liaison with other organizations in order to further the educational interests of the school district.

Approved:

**CLF      Reporting**

The board of education may, from time to time, call for such reports from the administrative council, as the board deems necessary. Such reports should pertain to the activities of the council within the school district and may take the form of recommendations of the council to the board on suggested topics.

Approved:

## **CLG Dissolution**

The board of education, in its discretion, may dissolve the administrative council at any time by resolution.

Approved: 12/05/2011

## **CL-R Councils, Cabinets and Committees**

Meetings of the administrative council will be held at times deemed appropriate by the chairman or as the needs of the school district dictate. The superintendent of schools shall serve as permanent chairman of the council. All members of the council shall attend all board meetings unless excused by the board.

Approved: 12/05/2011

## **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: 07/11/2022

**CMAA      Rules Drafting**

The board of education delegates to the superintendent the function of formulating the administrative rules and regulations designed to carry out the policies of said board. These rules and detailed arrangements shall constitute the rules and regulations governing the schools when adopted by the board of education.

Proposals for said regulations may be submitted by members of the board of education, administrative council and the superintendent.

Approved:    12/05/2011

**CMAAA Staff Involvement (Also GAC)**

In the development of rules, regulations, and arrangements for the operation of the school system, the superintendent shall include at the planning stage those employees who will be affected by such provisions.

The superintendent shall develop channels with professional and non-certified employees for the ready exchange of ideas and feelings regarding the operation of the schools. He/she shall weigh with care the counsel given by employees, especially that given by groups designated to represent large segments of the staff, and shall inform the board of such counsel in presenting reports of administrative action and in presenting recommendations for board action.

Approved:

**CMAAA-R Staff Involvement (Also GAC)**

The superintendent and principals shall at their own discretion appoint committees for such functions as are not being performed by existing groups.

Each staff committee shall act in an advisory capacity to the administrative officer responsible for the area in which the committee was designated to operate. All committees will terminate no later than one year after their establishment.

Approved:

**CMAAB Community Involvement (Also KCBB)**

The superintendent may involve members of the lay public on committees or study groups whenever necessary and when participation of such lay people may materially aid in the solution of school district problems or enhance the submission of recommendations of proposed board action or school district policy formulation.

Approved:

**CMAAB-R Community Involvement (Also KCBB-R)**

All committees will terminate no later than one-year after their establishment.

Approved:

**CMAAC Student Involvement (Also JCB)**

The superintendent is encouraged to include students in the formulation of administrative rules.

Approved:

**CMAAC-R Student Involvement (Also JCB-R)**

The use of students within the context of these policies and rules shall, to the extent desirable by the school district's administration, be restricted to areas pertaining to attendance center administration. The use of students on committees working to solve district-wide problems may be considered if the subject matter pertains to general student interest.

Approved:

**CMAA-R     Rules Drafting**

All proposed rules may be submitted to the board's attorney for approval as to legality before being submitted to the board for final approval.

Approved:

**CMAB        Rules Adoption**

All administrative rules, which emanate from the administrative council, must be approved by the council before submitted to the board for adoption, modification or rejection.

All administrative proposals emanating from the superintendent shall be reviewed by the council before being submitted to the board for final action.

Approved:

**CMAC        Rules Dissemination**

Copies of administrative rules will be given to those employees affected by said rules, who play a role in enforcing the rules, or for any other reason.

Approved:

**CMAD        Rules Review (Also BRF)**

Administrative rules adopted by the board of education will be subject to continuous review by the board and school district staff.

Approved:

**CMA-R      Administrative Rules**

No administrative rules shall be in conflict with board of education policy or rule.

Approved:

**CMB Administration in Policy Absence (Also BDG)**

In cases of an emergency nature in which action must be taken within the school system where the board of education has provided no guides for administrative action, the superintendent shall have the power to act, but his/her decisions shall be subject to review by action of the board of education at the next board meeting. It shall be the duty of the superintendent to inform the board of education promptly of such action and of the need for policy.

Approved:

**CMB-R Administration in Policy Absence (Also BDG)**

In the event the superintendent is forced to implement this policy in the absence of regular board of education guidelines, he/she shall immediately draft a proposed board policy together with appropriate rules, to be presented to the board of education at its next meeting for its consideration.

Approved:

**CM-R Policy Implementation (Cf. BD)**

Failure of any administrative employee to implement the policies of the board of education may result in suspension, demotion, probation or termination of employment in accordance with procedures set forth in these policies and rules.

Approved:

CN **Public Records**

CN

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

The board designates The Superintendent 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 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 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: 08/12/2019

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

**CNA**

Destroying Documents

After the district receives knowledge of legal action against the district or its employees, no documents or electronic information pertaining to the subject of the action, maintained in any form, may be destroyed as long as the legal action is pending.

Approved: 08/12/2019

## **CO Reports**

The board may require reports from its administrative staff concerning conditions of efficiency and the needs of the schools.

Approved:

## **COA Types**

The superintendent shall prepare and submit to the board an annual report summarizing the operations of the school district for the preceding school year. The clerk of the board shall present a monthly budget report to the board. The administrative council may submit a monthly report to the board upon request.

The board delegates to the superintendent the authority to request certain reports from the school district's staff concerning the operation of the school district or on any subject relating to the educational program of the school district.

Approved:

**COA-R      Types**

The superintendent's annual report shall be submitted to the board 30 days after the end of the school year. In the event the superintendent resigns or otherwise leaves the district, he/she shall complete and submit the annual report to the board prior to final payment of compensation under his/her 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 of each account appropriation.

Approved:

**COB    Dissemination**

The board will receive a copy of any report submitted to the superintendent. Copies of staff reports may be sent to staff members for their confidential use at the discretion of the superintendent. Staff reports will be made public only upon direct approval of the board.

Approved: