

C—GENERAL SCHOOL ADMINISTRATION

CC **Organization Charts**

CCA **Evaluation Chart** (Amended October 2007)
See sub documents

CD-348 **Line and Staff Relations**

03-03 LINE OF AUTHORITY

The principals are directly responsible to the Superintendent of Schools. They shall keep the Superintendent informed of the general and specific operations within their particular schools, and report to the Board at regular meetings.

03-07 SUPERVISORS' LINE OF AUTHORITY

All supervisors are directly responsible to the Superintendent of Schools in matters concerning their respective departments.

CE-348 **Superintendent of Schools**

02-02 BOARD EXECUTIVE OFFICER

The Superintendent shall be the executive officer of the Board, the policy of the Board to control the schools through its Chief Executive Officer. All matters of personnel, instructional policy, and the execution of the policies of the Board, will be carried out through the Superintendent as the agent of the Board of Education, USD 348.

CEB-348 **02-03 ADDITIONAL DUTIES OF THE SUPERINTENDENT**

- A. He shall attend all meetings of the Board. He will be excused from executive sessions when his position, salary or replacement is under consideration. He shall participate in Board meetings and provide all necessary information as requested by the Board. He shall cooperate with the Board President in preparing an agenda for each Board meeting.
- B. He shall assist the Board in identifying needs, goals, and strength of the School District.
- C. He shall keep the Board informed on issues, needs and operations of the School District. He shall report items, which appear to be sensitive in nature to the Board at his earliest convenience.
- D. He shall, with input from the administrative staff, make recommendations for appointment, promotion, or discharge of all school employees. When nominations made by the Superintendent are not acceptable to the Board,

the Board shall direct him to make additional nominations as soon as possible.

- E. He shall promote appropriate communication and cooperation between the School District and the patrons of the District.
- F. He shall recommend to the Board all assignments that are, in his judgment, necessary to secure the highest efficiency of the staff. All changes to contractual assignments shall require the approval of the Board.
- G. He shall direct the purchasing of the Board and shall have authority to order the purchase of supplies and equipment. He shall comply with all statutory provisions when making District purchases.
- H. He, with staff input, shall prepare a school calendar and present it to the Board for suggestions and approval at the earliest possible date during the previous year.
- I. He shall be the designated authority to sign reports under Public Law 874, Kansas Public Employees Retirement System, the School Lunch Program, Chapter 1, and Chapter II.
- J. He shall provide leadership for the preparation of new policies for adoption by the Board as the need arises. He shall interpret, execute, and support all policies approved by the Board to the staff, student body and the public; and in the absence of specific policies, he shall be delegated authority to act on behalf of the Board in situations requiring immediate action, subject to later consideration or action by the Board.
- K. He shall prepare budget recommendations annually for the consideration of the Board. He shall administer the budgets enacted by the Board, acting at all times in accordance with legal requirements and with adopted policies of the Board. He shall supervise all the accounting procedures in order to insure complete and accurate records of receipts and expenditures.
- L. He shall be the medium through which individual staff members or groups of employees communicate with the Board on school business and visa versa. This should not prohibit the right of appeal to the Board of Education by any employee or other person or group of persons when the procedure is not satisfactory.
- M. He shall make personnel recommendations to the Board according to the schedule listed below unless postponed by the Board.
 - 1) Principals – February

- 2) Clerk and Supervisors - March
 - 3) Teachers - April (input from the principals)
 - 4) Classified Staff - May (input from principals and supervisors)
As necessary, he will make recommendations for increasing or decreasing staff. In conjunction with such recommendations, he will make recommendations for salary schedules and/or placement.
- N. He shall supervise the filing of all employment data, personnel evaluations, and other correspondence necessary for employees.
- O. He shall assume the responsibility of directing both internal and external public relations with the staff and patrons. He shall promote appropriate communications and cooperation with the patrons of the District.
- P. He shall be designated as the District representative to attend meetings that are deemed to be of significance to the School District program(s). Such meetings will either be attended by him or a staff member delegated by him. Expenses incurred in the way of travel, food, and lodging will be paid by the District.
- Q. He shall assist the Board in conducting negotiations with the Staff.
- R. He shall supervise the maintenance of District facilities and grounds. He shall direct Board considerations for the improvement and renovation of buildings and facilities.
- S. He shall provide appropriate leadership in curriculum development for the District and encourage professional development for the staff.
- T. He shall work cooperatively with the Clerk in preparing a monthly financial report to the Board. They shall supervise the investment of idle funds, which represents the best financial interests of the School District.

CEE-348

Compensation and Benefits

02-01 ELECTION OF THE SUPERINTENDENT

Discussion for the Superintendent's contract shall be initiated in January for a term of not more than three (3) years, which term shall begin on the first working day of July and end on the last day of June. He shall receive for his services such compensation as the Board may allow.

02-04 SICK AND PERSONAL LEAVE

He shall be provided the same leave provisions as other certified staff.

CEI-348 02-05 EVALUATION OF SUPERINTENDENT

Superintendent evaluation instrument is stored as separate document.

The Superintendent shall be evaluated yearly* by the Board and provided with the opportunity to discuss goals, accomplishments, performance expectations, and inadequacies as perceived by the Board. The evaluation process shall be held in January. Input from the staff shall be obtained as requested by the Board.

* During the first two consecutive school years of employment the Superintendent shall be evaluated at least once per semester during the first 60 days of each semester according to K.S.A. 72-9003.

CG Administrative Personnel

ADMINISTRATIVE SICK LEAVE REIMBURSEMENT

The Administrators will be reimbursed at a rate equal to 65% of the employee's daily rate of pay, per their job description as of June 30 of the previous fiscal year, for sick leave accrued after the 65-day maximum. Payment will be made by July 30.

CG-348 Qualifications and Duties

03-01 CONDITIONS OF EMPLOYMENT (Amended August 2008)

The following items must be filed with the Clerk of the Board as part of the conditions of employment:

- A. A valid Kansas teaching/administrative certificate/license for contracted assignment (Required before salary is initiated)
- B. Copy of complete college transcripts (Required for teachers)
- C. Verified record of former experience
- D. W-4 Social Security Form
- E. Health Certificate, which includes TB Test
- F. Oath/Affirmation of Officer or Employee
- G. Copy of Marriage Certificate or Change of name form (Change of name only)
- H. Employment Eligibility Verification –Form I-9
- I. Personal Data Sheet
- J. Verification of Drug-Free Workplace
- K. Authorization and Release
- L. High school diploma or equivalent
- M. Confidentiality agreement

CG-348

Recruitment

03-02 CONTRACTING OF PRINCIPAL

Principals shall be contracted when possible at the regular or a special meeting of the Board of Education in February of each year.

CGE

Principal Evaluation Instrument is stored as a separate document.

(Amended 9/2007)

CGI-348

Evaluation

03-04 APPRAISALS OF ADMINISTRATIVE STAFF (Amended Dec. 1989)

To assure quality education accountability, the evaluation process for USD 348 administration shall be a continuous process. The administrative appraisal process is designed to maximize teaching and learning.

OBJECTIVES for the administrative appraisal process shall:

1. Improve the administrative behaviors that increase the probability that teaching and learning are enhanced.
2. Provide a fair and accurate appraisal of administrative performance.
3. Be objective in the appraisal process, evaluating the techniques and behaviors for instructional leadership and educational management.
4. Identify goal(s) and/or job targets for purpose of improving administrative performance.

PROCEDURAL PROCESSES to be used in administrative appraisal are:

1. All administrative employees shall be appraised two times per year during the first three years and once during the fourth year of administrative employment in the District.
2. The first appraisal shall be conducted within the first sixty (60) school days of the school year and the second during the first sixty school days of the second semester, but prior, when possible, to the scheduled Board reporting sessions of administrative appraisal.
3. The formal appraisal process shall be repeated at least once every two

years after the fourth year of administrative employment and prior to the Board reporting session, normally conducted after January 1. Written, informal appraisal comments of administrative behaviors with progress on goals shall be made as deemed necessary by the designated evaluators during years that formal evaluations are not conducted.

4. Either the evaluatee or the evaluator has the option to request more frequent appraisals.
5. The Superintendent shall be designated to conduct appraisals of building principals and other District administrators.
6. During years of formal appraisal, input sheets shall be provided one time per year to designated personnel for assisting the evaluator in formulating appraisal results.

Certified staff will be provided the opportunity for appraisal input on their respective, building principals professional performance.

7. Three copies of the appraisal document shall be made. One copy shall be given to the evaluatee, one kept in the Superintendent's file, and one copy shall be filed in the District office. Evaluation documents shall be kept on file during the full employment of the administrator and retained three years following departure from the District.

03-08 EVALUATION-DIRECTOR OF BUILDINGS AND GROUNDS

**BALDWIN CITY USD 348
DIRECTOR OF BUILDINGS AND GROUNDS
EVALUATION**

Staff is asked to objectively rate the Director of Buildings and Grounds. Please rate performance by using the following scale:

SCALE _____
1-2-3-4-5-6-7-8-9-10
POOR EXCELLENT

Or place a NO for “no opportunity to observe”

I BUILDINGS AND GROUNDS

- ___ A. Supervises maintenance personnel.
- ___ B. In cooperation with principals, supervises District custodial staff.
- ___ C. Develops plans for handling hazardous materials in District, files plans and carries them out.
- ___ D. Establishes both short and long-range maintenance and care of buildings goals.
- ___ E. Conducts in-service and orientation of custodial and maintenance personnel.
- ___ F. Orders and maintains equipment and supplies for upkeep of buildings.
- ___ G. Files official reports to local, state and federal agency as required.

03-09 EVALUATION-ACTIVITIES DIRECTOR

**BALDWIN CITY USD 348
ACTIVITIES DIRECTOR EVALUATION**

Involved staff is asked to objectively rate the Activities Director. Please rate performance by using the following scale:

SCALE _____
1-2-3-4-5-6-7-8-9-10
POOR EXCELLENT
Or place a NO for "no opportunity to observe"

Filled Out By Principal Coach Sponsor

Please provide specific examples that support your positions rated.

- ____ A. Coordinates the scheduling of all District activities.
- ____ B. Maintains complete and accurate District calendar.
- ____ C. Schedules activity transportation with each sponsor/coach.
- ____ D. Fosters good school-community relations by keeping the community aware of and responsive to the activity program.
- ____ E. Attends league activities and appropriately represents the school District.
- ____ F. Prepares and supervises budgets, in cooperation with sponsors/coaches, for all activity areas.
- ____ G. Shares responsibility for conducting activities according to guidelines set by state governing agencies.
- ____ H. Assists in maintaining appropriate supplies purchased by the District through individual buying, cooperative purchase, and/or bidding.
- ____ I. Maintains and supervises (through coaches) up to date inventories of equipment and goods.
- ____ J. Employs officials and/or adjudicators for District activities as necessary.
- ____ K. Maintains confidentiality, when necessary, relative to school records and school operations as it pertains to pupils, parents, and school personnel.

CN

Public Records (See BE,CNA,ECA,IDAE,II,HAI,JGGA and JR)

(Adopted 8/2007)

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 is in the possession of the District, including those exhibited at public Board meetings.

Central Office Records

Records maintained by the Superintendent shall include, but not be limited to, the following: financial, personnel, property (both real and personal) owned by the District.

Building Records

Records maintained by the building principals shall include, but not be limited to, the following: activity funds, student records and personnel records. (See JR et seq.)

Public Access

All records except those subject to exception by the Kansas Open Records Act shall be open to inspection by the general public during regular office hours of any school or the District office. The Superintendent will establish procedures for making records available on normal business days when District offices are closed. Copies of open records shall be available on written request.

Requests for access to open records shall be made in writing to an official custodian of District records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception by the Kansas Open Records Act. The custodian shall either grant or deny the request.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request, if an explanation is requested. If the requester disagrees with the explanation, the freedom of information officer shall settle the dispute.

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

The Board shall annually set a fee for copies 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 Districts general fund.

Disposition

All District office records shall be kept for at least the minimum length of time required by law.

The Clerk is designated as the official custodian of all Board records maintained by the District. The Clerk of the Board is designated as official custodian of all District office records maintained by the District. Each building principal is designated as official custodian of all records established and maintained at the building level. In addition to those records required by law, the Clerk of the Board 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)

BALDWIN CITY UNIFIED SCHOOL DISTRICT 348
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)

CNA

Document Production, Including Electronic Information

(See BCBD, BE, CN, ECA, EDAE, H, JGGA, JR et seq. and KBA)

(Adopted 08/2007)

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.