

**CA     Goals and Objectives**

**CA**

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 contributing citizens. The administration should select staff who will develop student abilities.

The director should possess leadership qualities which motivate all staff members to improve the educational program and attain the board's goals and objectives. The director, with the board's direction, shall mobilize and coordinate all available resources to develop an educational program designed to stimulate the best effort in all students.

Approved:

## **CB 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 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.

**CD 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 director.

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 director or board, exert direct administrative control over line administrators.

Approved:

**CD-R Line and Staff Relations**

**CD-R**

The director's administrative subordinates have authority to administer cooperative programs assigned to them by the director. These responsibilities may include direct supervision of line administrators; line administrators may be required to report directly to the director's designated representative.

Appropriate job descriptions shall be developed by the administration for each line and staff position and filed with the clerk.

Approved:

**CE     Director of Cooperative**

**CE**

The director shall be the chief administrative head of the cooperative and shall have, under the direction of the board, general supervision of all programs. The director is responsible for management of the cooperative under board policies and is accountable to the board.

The director may delegate to other personnel the exercise of any powers and the discharge of any duties imposed upon the director by these policies or by the board. The delegation of power or duty, however, shall not relieve the director of responsibility for the action taken under such delegation.

**\*\* POSSIBLE ADDITION \*\***

Approved:

**CEA Qualifications**

**CEA**

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

Approved:

**CEB Duties**

**CEB**

The responsibility of the director shall be:

To serve as administrative head of the cooperative;

To keep the board informed on the progress and condition of the cooperative programs;

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 cooperative's needs and to keep the public informed concerning these needs;

To assure that cooperative finances are properly managed.

Approved:

## **CEC Recruitment**

**CEC**

The director 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 director's duties.

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

Applications for the director shall be screened by a professional committee selected by the board. Finalists' place of employment should be visited by persons designated by the board. Selected candidates shall be interviewed by the board.

Approved:

**CED Appointment**

**CED**

The director will be offered a one, two or three year contract of employment.

Approved:

**CED-R Appointment**

**CED-R**

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

Approved:



**CEE      Compensation and Benefits**

**CEE**

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

Approved:

**CEF     Expense Reimbursement**

**CEF**

The Director'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.

Approved: KASB Recommendation – 6/01

**CEG      Staff Development Opportunities**

**CEG**

The director shall keep informed of modern educational thoughts and practices by study; by visiting other service centers, community colleges and cooperatives; by attendance at educational conferences; and by other such means as may appear to be appropriate.

Approved:

**CEG-R Staff Development Opportunities**

**CEG-R**

The director may request to attend the annual conventions of the National School Board Association and the American Association of School Administrators. (See BBBC)

Approved:

## **CEI Evaluation**

**CEI**

The board and the director shall develop an evaluation form that will provide the basis for formal evaluations and any informal discussions of the director's performance. The board shall evaluate the director using the appraisal instrument in accordance with the minimum statutory requirements for the first four years of employment and annually thereafter by February 15<sup>th</sup>. The appraisal instrument may be used by the director as a self-evaluation instrument prior to this evaluation by the board.

Each individual board member shall complete and submit appraisal forms to the board president. The president shall allow time for necessary discussion then formulate a summary of the individual responses. The summary shall use the same format as the individual board member's appraisal form. The board president shall sign the summary. The board shall review the summary with the director in an executive session.

After the evaluation is complete, the individual appraisal forms shall be destroyed. The summary and any written response from the director shall be maintained in the director's personnel file.

The director's evaluation shall be confidential and be made available only to the board, the director and others as provided by law.

The evaluation instrument shall be on file with the clerk at the district office. Current evaluation procedures and policies shall be filed with the Kansas State Department of Education.

Approved: KASB Recommendation - 6/00

## **CEI Evaluation**

## **CEI**

The board shall evaluate the director in accordance with the minimum statutory requirements for the first four years of employment and annually thereafter, using the appraisal instrument. The appraisal instrument may be used by the director as a self-evaluation instrument prior to this evaluation by the board.

Each individual board member shall complete and submit appraisal forms to the board president. The president shall formulate a summary of the individual responses and allow time for necessary discussion. The summary shall use the same format as the individual board member's appraisal form. The board president shall sign the summary as the board's agent and as the evaluator.

The board shall review the summary with the director in an executive session. If written comments are needed, the president or the director may seek additional clarification from individual board member(s). After the evaluation is complete, the individual appraisal forms shall be destroyed; and the summary and any response shall be maintained in the director's personnel file.

The director's evaluation shall be confidential and be made only to the board, the director and others and provided by law.

The evaluation instrument shall be on file at the cooperative office with the clerk.

Approved:

**Director Evaluation**

The evaluation of the director by the board shall accomplish the following:

Provide an opportunity for the board and director to periodically meet and discuss the director's performance and the cooperative's management;

Review, clarify and discuss the immediate and long-term goals for the cooperative and the director;

Establish, clarify and discuss the major functions, responsibilities and roles of the director and the board;

Encourage a good working relationship between the board and the director;

Encourage and recognize good administrative performance;

Improve the director's leadership performance and management of the cooperative by suggesting areas of responsibility and operating techniques that may be strengthened; and

Establish reasonable standards for continued employment of the director.

The following procedures shall be used to evaluate the director'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

## **CEI-R-2 Evaluation**

**CEI-R-2**

evaluation of the director's performance. The cooperative's evaluation form shall be used.

Additional informal executive sessions may be scheduled during the year to discuss the status of the director's performance and the cooperative's management.

The director shall make a mid-year and an end-of-year goal progress report as well as periodic reports to the board on the cooperative's operation.

The director's performance evaluation shall be based on the following:

Established criteria which are applicable to all administrators;

Responsibilities defined in the director's job description; and

Board/director developed performance goals and objectives.

The board and the director shall develop an evaluation form that will provide the basis for the two formal evaluations and any informal discussions on the director's performance.

After the board has developed a composite rating on the evaluation form reflecting the board's consensus of the director's performance evaluation, the board shall give a copy to and meet with the director in executive session to discuss the cooperative's management and the ratings on the evaluation form. During the end-of-year evaluation, the director shall take informal notes which will be reviewed with the board president prior to the preparation of a letter to the director summarizing the evaluation.

**CEI-R-2 Evaluation**

**CEI-R-3**

The board shall provide official copies of the completed end-of-year evaluation form and cover letter for the director and for the cooperative to file as a permanent record.

Approved:



**CEJ Separation**

**CEJ**

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

Approved:

**CEK Resignation**

**CEK**

The director 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 cooperative.

Approved:

**CF     Board-Director Relations**

**CF**

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

Approved:

The board will employ administrative personnel as needed.

Compensation Guides and Contracts

All administrative personnel shall be compensated for their services with a salary determined by the board.

Qualifications and Duties

The director shall develop appropriate job descriptions for each administrative position. When adopted by the board, such documents shall be filed in the central office and published in the appropriate handbook.

Recruitment

The board delegates to the director the authority to identify and recommend the appointment of individuals to fill vacant administrative positions.

Assignment

Assignment of administrative personnel shall be recommended to the board by the director.

Orientation

The director will conduct an appropriate administrative orientation program designed to acquaint administrators with the cooperative.

Supervision

The director shall be responsible for supervising all administrative personnel.

Time Schedules

Administrative time schedules and work loads shall be dictated by the terms of the employment contract.

Administrative Intern Program

The board may cooperate with an approved administrator training institution in establishing an administrative intern program.

Personnel

The administrative staff shall recommend candidates only for those positions authorized by the board.

Travel Expense

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

Approved:

The board will solicit the recommendations of the director in appointment, assignment, transfer, demotion, termination, or non-renewal of any administrative personnel.

Recruitment

All applicants shall be screened by the director, who may use other staff members to assist, before recommendations are made to the board.

**CG-R Administrative Personnel**

**CG-R-2**

Expenses incurred by candidates interviewed for an administrative position may be paid by the cooperative.

Compensation Guides and Contracts

Central staff administrative contracts shall be reviewed annually. The term of each administrative contract shall be determined by the board. Contract forms for administrators shall be drawn by the board's attorney.

Qualifications and Duties

Referenced to the appropriate job description and handbook.

Approved:

**CGI**     **Evaluation** (See CEI, GBI)

**CGI**

Administrative personnel shall be evaluated in writing by the director 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 director and others authorized by law.

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

Approved:

**CGK Suspension**

**CGK**

The director 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:



**CJ**     **Consultants** (See BBG)

**CJ**

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

Approved:

**CK    Professional Development Opportunities**

**CK**

The board may require administrators to attend summer sessions, conferences, workshops or other activities which will directly benefit the cooperative. Expenses may be paid by the cooperative to attend meetings approved by the director.

Approved:

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

Approved:

The board delegates to the director the responsibility for developing recommendations, and for designing any necessary arrangements to carry out board policy and to operate the cooperative. These rules and arrangements shall constitute the administrative regulations governing the cooperative and shall be considered for approval, modification or disapproval by the board.

Staff Involvement

In developing rules, regulations and arrangements for the cooperative's operation, the director shall include at the planning stage representatives of those employees who will be affected.

The director shall develop procedures utilizing certified and noncertified employees for the exchange of ideas and feeling regarding the cooperative'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 director may involve cooperative patrons on committees or study groups whenever necessary.

Student Involvement

The director is encouraged to consider students' opinions concerning the rules which affect them. (See also JCB)

Rules Adoption

The director shall review all proposed rules before they are submitted to the board. All administrative rules recommended by the director 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.

Approved:

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 director 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.

Approved:

**CBM     Administration in Policy Absence**

**CMB**

In an emergency when action must be taken within the Cooperative where the board has provided no guides for administrative action, the director shall have the power to act, but his decisions shall be subject to review by action of the board at the next board meeting. It shall be the duty of the director to inform the board promptly of such action and of the need for policy.

Approved:

**CMB-R   Administration in Policy Absence**

**CMB-R**

In the event the director is forced to act in the absence of regular board policy or guidelines, he shall draft a proposed board policy, together with appropriate rules, to be presented to the board at its next meeting for its consideration.

Approved:

## **CN Public Records**

CN

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

The board designates Director 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/or\_\_\_\_} 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 \_\_ 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 {or \_\_\_} is designated as the official custodian of all board and district office records maintained by the district. Each building principal {or \_\_\_} 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:

**CNA Document Production, Including Electronic Information \* CNA**  
(See BCBK, BE, CN, ECA, IDAE, 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:

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

## **CO Reports**

**CO**

The board may require reports from the staff.

### Types

The director shall submit to the board an annual report summarizing the cooperative's operations for the preceding school year. The director shall present a monthly budget report to the board. The board delegates to the director the authority to request reports from any staff member.

### Dissemination (See JR et seq.)

The board, upon request, shall receive copies of all reports submitted to the director. Copies of staff reports may be sent to staff members for their confidential use if the director approves. Staff reports shall be made public only with board approval.

Approved:

## **CO-R Reports**

**CO-R**

### Types

The director's annual report shall be submitted to the board 30 days after the end of the school year. If the director resigns or leaves the cooperative, the annual report shall be submitted to the board prior to final payment of compensation under the employment contract.

The director's monthly budget report shall be included in the board's agenda and shall include each account, the original appropriation, the amount

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**CO-R Reports**

**CO-R-2**

expended to date, the amount encumbered to date, and the remaining balance in each account.

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**CP Administrative Chain-of-Command Pertaining to Local CP**  
**Member Cooperative Problems in Relation to the Cooperative**

In order to keep problems pertaining to the Cooperative and the member districts to a minimum, the board encourages administrators of member districts and the Cooperative director to cooperate in every way in order to solve their administrative problems in the most efficient and expeditious manner possible.

Approved:

**CP-R Administrative Chain-of-Command Pertaining to Local CP-R**  
**Member Cooperative Problems in Relation to the Cooperative**

Every local building administrator is encouraged to cooperate with the administrative staff of the Cooperative. If conflicts arise, the local administrator, member directors and/ or other member directors as appropriate and the Cooperative director shall attempt to solve the problem.

If the conflict is not resolved and said conflict persists, the Cooperative director shall attempt to solve the problem. If the problems cannot be resolved, the problem shall be taken to the Cooperative board for resolution.

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