

**TABLE OF CONTENTS**  
**C--GENERAL SCHOOL ADMINISTRATION**

<b>CG</b>	Administrative Personnel
<b>CMA</b>	Administrative Rules
<b>CL</b>	Administrative Teams
<b>CED</b>	Appointment
<b>CEE</b>	Compensation and Benefits
<b>CJ</b>	Consultants
<b>CNA</b>	Document Production, Including Electronic Information
<b>CEB</b>	Duties of the Superintendent
<b>CEL</b>	Early Retirement
<b>CB</b>	Ethics
<b>CEI</b>	Evaluation
<b>CGI</b>	Evaluation for Administrative Personnel
<b>CEF</b>	Expense Reimbursement and Credit Cards
<b>CA</b>	Goals and Objectives
<b>CD</b>	Line and Staff Relations
<b>CM</b>	Policy Implementation
<b>CK</b>	Professional Development Opportunities/Administration
<b>CEA</b>	Qualifications
<b>CN</b>	Records
<b>CEC</b>	Recruitment
<b>CF</b>	Relations-Board, Superintendent

<b>CO</b>	Reports
<b>CEK</b>	Resignation/Superintendent
<b>CGPFA</b>	Sabbatical Leave for Administrators
<b>CEG</b>	Staff Development Opportunities/Superintendent
<b>CE</b>	Superintendent of Schools
<b>CEJ</b>	Termination/Superintendent

1 **CA Goals and Objectives**

CA

2  
3 The goal of school administration is to create an environment in which students can learn  
4 effectively. All administrative duties and functions should be evaluated relative to the  
5 contributions made to improve instruction, increase student learning, and develop worthwhile  
6 citizens. The administration should select staff who will develop student abilities.  
7

8 The superintendent should possess leadership qualities which motivate all staff members  
9 to improve the educational program and attain the board's goals and objectives. The  
10 superintendent, with the board's direction, shall mobilize and coordinate all available resources  
11 to develop an educational program designed to stimulate the best effort in all students.  
12

13 Approved: January 20, 1982  
14 Revised: August 15, 1990  
15 Reviewed/Revised: June 12, 2001  
16 Revised: March 24, 2009  
17 Reviewed: November 23, 2010

2  
3 An administrator's professional behavior must conform to an ethical code. The  
4 administrator acknowledges that schools belong to the public and that they must provide  
5 educational opportunities to all. An administrator's actions will be viewed and appraised by the  
6 community, professional associates, and the students. Therefore, the administrator subscribes to  
7 the following standards:  
8

- 9 • Makes the well-being of students the basis for decision making and action;
- 10 • Fulfills professional responsibilities with honesty and integrity;
- 11 • Supports the principle of due process as required by law and protects the civil and  
12 human rights of all individuals;
- 13 • Obeys local, state and national laws;
- 14 • Implements the board's policies, rules and regulations;
- 15 • Pursues appropriate measures to correct those laws, policies and regulations that  
16 are not consistent with sound educational goals;
- 17 • Avoids using a position for personal gain;
- 18 • Accepts academic degrees or professional certificates only from duly accredited  
19 institutions;
- 20 • Seeks to improve the profession through research and continuing professional  
21 development; and
- 22 • Honors employment contracts until fulfillment or release.

23  
24 Approved: June 12, 2001  
25 Revised: March 24, 2009  
26 Reviewed: November 23, 2010

1 **CD Line and Staff Relations**

CD

2  
3 Line and staff administrators are responsible for discharging various functions at the  
4 district and building level.

5  
6 Line administrators have direct supervisory responsibilities over instructional programs  
7 and delivery. Staff administrators shall act as advisors and resource persons to all line  
8 administrators.

9  
10 The superintendent's administrative subordinates have authority to administer the  
11 responsibilities assigned to them by the superintendent and are ultimately responsible to the  
12 board for the conduct of their official duties.

13  
14 Approved: January 20, 1982  
15 Revised: August 15, 1990  
16 Reviewed/Revised: June 12, 2001  
17 Revised: April 14, 2009  
18 Reviewed: November 23, 2010

19  
20 **CD-R Line and Staff Relations**

CD-R

21  
22 Appropriate job descriptions shall be developed for each line and staff position and filed  
23 with the office of Human Resources.

24  
25 Approved: January 20, 1982  
26 Revised: August 15, 1990  
27 Reviewed/Revised: June 12, 2001  
28 Revised: April 14, 2009  
29 Reviewed: November 23, 2010

1 **CE** **Superintendent of Schools**

CE

2  
3 The superintendent shall be the chief administrative head of the school system and shall  
4 have, under the direction of the board, general supervision of all the schools and personnel. The  
5 superintendent has charge and control of the public schools of the district subject to federal and  
6 state statute, district policies and directives by the board.  
7

8 The superintendent may delegate to other school personnel the exercise of any powers  
9 and the discharge of any duties imposed upon the superintendent by these policies or by the  
10 board. The delegation of power or duty, however, shall not relieve the superintendent of  
11 responsibility for the action taken under such delegation.  
12

13 Approved: January 8, 1982  
14 Revised: August 15, 1990  
15 Revised: October 20, 1993  
16 Reviewed/Revised: June 12, 2001  
17 Revised: March 24, 2009  
18 Reviewed: November 23, 2010

1 **CEA Qualifications**

**CEA**

2

3

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

4

5 Reviewed/Revised: June 12, 2001

6 Reviewed: March 24, 2009

7 Reviewed: November 23, 2010

8 Revised: November 10, 2015

1 **CEB Duties of the Superintendent**

CEB

2  
3 The superintendent

4  
5 Administers and develops a positive program of education designed to meet the needs of  
6 students and the community;

7  
8 Meets with the board for the purposes of reporting on district operations and advising the  
9 board on all matters requiring board action, providing them with recommendations and the  
10 information needed for effective decision-making;

11  
12 Prepares an agenda with the cooperation of the board president for each regular meeting and  
13 mails a copy of such agenda to each member of the board five days preceding each regular meeting;

14  
15 Recommends a schedule of salaries to the board for consideration. Such schedule shall  
16 provide minimum and maximum salaries, annual increments and other items pertinent to a salary  
17 schedule;

18  
19 Recommends to the board new and/or revised policies; (See BDA)

20  
21 Reports, interprets, and implements policies and actions of the board to the staff and the  
22 community;

23  
24 Supervises the business affairs of the school system and directs the preparation of the annual  
25 budget;

26  
27 Supervises the operation and maintenance of all school properties and recommends to the  
28 board needs and improvements in the area of school plant and facilities;

29  
30 Oversees the program of public information concerning the school program and its needs.  
31 Provides means for internal information and communication for the purpose of gaining widespread  
32 understanding of and support for public education;

33  
34 Represents the school system before professional and community groups and keeps the  
35 public informed of significant educational research;

36  
37 Has the authority to delegate to other staff members such responsibility and authority as  
38 deemed necessary to fulfill the goals and to complete the work of the school's program;

39  
40 Performs such other duties as assigned.

41  
42 Approved: January 20, 1982

43 Revised: August 15, 1990

44 Reviewed/Revised: June 12, 2001

45 Revised: March 24, 2009

46 Revised: November 23, 2010



1 **CEC Recruitment**

CEC

2  
3 The superintendent search presents the board with an opportunity to recruit individuals  
4 who will implement the board's goals. The board shall recruit candidates who can best  
5 accomplish this objective. The board shall consider only candidates who meet both state and  
6 local qualifications and who display the ability to successfully carry out the superintendent's  
7 duties.

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

10  
11 Applications for the superintendency shall be screened by a committee selected by the  
12 board. Finalists' districts may be visited by persons designated by the board. Selected  
13 candidates may be interviewed by a process involving staff, community and the board.

14  
15 Approved: January 20, 1982  
16 Revised: August 15, 1990  
17 Reviewed/Revised: June 12, 2001  
18 Reviewed: March 24, 2009  
19 Revised: November 23, 2010  
20 Revised: November 10, 2015

1 **CED Appointment**

**CED**

2

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

4

5 Approved: January 20, 1982

6 Revised: August 15, 1990

7 Reviewed/Revised: June 12, 2001

8 Reviewed: March 24, 2009

9 Reviewed: November 23, 2010

10

11 **CED-R Appointment**

**CED-R**

12

13 The contract will coincide with the budget year and will be considered for renewal no  
14 later than April 1 of each year.

15

16 Approved: January 20, 1982

17 Revised: August 15, 1990

18 Reviewed/Revised: June 12, 2001

19 Reviewed: March 24, 2009

20 Reviewed: November 23, 2010

1 **CEE Compensation and Benefits (See KB)**

CEE

2

3 The board shall annually determine the superintendent's compensation and benefits.

4 Compensation shall be based on a recent performance evaluation and the superintendent's ability  
5 to carry out board policy.

6

7 Approved: January 20, 1982

8 Revised: August 15, 1990

9 Reviewed/Revised: June 12, 2001

10 Revised: November 11, 2003

11 Reviewed: March 24, 2009

12 Reviewed: November 23, 2010

1 **CEF Expense Reimbursement and Credit Cards**

CEF

2  
3 The superintendent may be given an allowance for expenses as agreed upon in his/her  
4 contract. The use of district property such as a vehicle and a district credit card shall be confined to  
5 necessary school business and reported monthly to the board. Any reward points or cash back  
6 payments earned using district credit cards are district property and shall be either applied to future  
7 district credit card purchases or remitted to the district treasurer for accounting and deposit.  
8 Expenses for travel outside of the district incurred in the performance of official duties will be  
9 reimbursed in accordance with the provisions of GAN.

10  
11 Approved: January 20, 1982  
12 Revised: August 15, 1990  
13 Reviewed/Revised: June 12, 2001  
14 Revised: November 11, 2003  
15 Reviewed: March 24, 2009  
16 Revised: November 23, 2010  
17 Revised: November 10, 2015

1 **CEG Professional Development Opportunities/Superintendent**

**CEG**

2

3 The superintendent shall keep updated on new educational practices by study, visiting  
4 other districts, attending educational conferences and other means approved by the board.

5

6 Approved: June 12, 2001

7 Revised: March 24, 2009

8 Reviewed: November 23, 2010

1 **CEI Evaluation of the Superintendent**

CEI

2  
3 The board and the superintendent shall develop an evaluation system that will provide the  
4 basis for formal evaluations and any informal discussions of the superintendent's performance.  
5 The board shall evaluate the superintendent using the appraisal instrument(s) in accordance with  
6 the minimum statutory requirements for the first four years of employment and annually  
7 thereafter by February 15<sup>th</sup>.

8  
9 The superintendent's evaluation shall be confidential and be made available only to the  
10 board, the superintendent and others as provided by law.

11  
12 The evaluation instrument shall be on file with Human Resources at the district office.  
13 Current evaluation procedures and policies shall be filed with the Kansas State Department of  
14 Education.

15  
16 Approved: January 20, 1982  
17 Revised: August 15, 1990  
18 Reviewed/Revised: June 12, 2001  
19 Reviewed: July 12, 2005  
20 Revised: October 13, 2009  
21 Reviewed: November 23, 2010

22  
23 **CEI-R Evaluation of the Superintendent**

CEI-R

24  
25 Purpose of Superintendent Evaluation

26 The evaluation of the superintendent by the board shall accomplish the following:

- 27  
28
- 29 • Recognize good administrative performance, encourage professional growth, and  
30 establish reasonable standards for continued employment.
  - 31 • Provide an opportunity for the board and superintendent to periodically meet and  
32 discuss the superintendent's performance and the district's management; and
  - 33 • Review, clarify and discuss the immediate and long-term goals for the district  
34 with the superintendent.

35 Procedures

36 The superintendent's performance evaluation shall be based on board/superintendent  
37 developed performance goals and objectives as well as any other criteria agreed upon by both  
38 parties. Appropriate evaluation instruments and a schedule for their implementation shall be  
39 mutually developed.

40  
41 Based upon the timeline developed by the board and the superintendent, the board shall  
42 schedule executive work session(s) as necessary during the year for the purpose of reviewing  
43 progress report(s) and conducting an end-of-year evaluation of the superintendent's performance.

44  
45 The superintendent shall make periodic progress report(s) to the board as well as  
46 completing a self-evaluation prior to the summative evaluation.

47  
48  
49  
50  
51  
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54  
55  
56  
57  
58  
59  
60

**CEI-R Evaluation of the Superintendent**

**CEI-R-2**

Individual evaluation forms distributed to board members shall be returned to the board president for tabulation. After the evaluation is complete, the individual appraisal forms shall be destroyed. The board’s summary and any written response from the superintendent shall be maintained in the superintendent’s personnel file.

Approved:	January 20, 1982
Revised:	August 15, 1990
Reviewed/Revised:	June 12, 2001
Reviewed:	July 12, 2005
Revised:	October 13, 2009
Reviewed:	November 23, 2010

1 **CEJ Termination/Superintendent**

**CEJ**

2

3 The board may elect to non-renew or to terminate the employment of the superintendent in  
4 accordance with the contract.

5

6 Approved: January 20, 1982

7 Revised: August 15, 1990

8 Reviewed/Revised: June 12, 2001

9 Revised: March 24, 2009

10 Reviewed: November 23, 2010



1 **CEK Resignation/Superintendent**

CEK

2  
3 The superintendent shall submit a written resignation to the president of the board for  
4 consideration at a regular or special board meeting. The board will consider the acceptance of said  
5 resignation in light of the needs of the district.  
6

7 Approved: January 20, 1982  
8 Revised: August 15, 1990  
9 Reviewed/Revised: June 12, 2001  
10 Revised: March 24, 2009  
11 Reviewed: November 23, 2010

1 **CEL Defined Contribution Retirement Plan / Early Retirement Phase Out CEL**

2  
3 All administrators of U.S.D. #305 paid on the district administrator salary schedule are  
4 provided a defined contribution retirement benefit and Early Retirement Plan Phase Out Option,  
5 if eligible, as described below.

6  
7 **Employer Paid Contributions**

8 A Retirement Plan Portfolio will be established for each administrator employed in  
9 U.S.D. #305. This portfolio will contain up to two (2) accounts. An Employer Paid Account  
10 will be initiated for each administrator. An Employee Paid Account will be initiated for each  
11 administrator at his/her request.

12  
13 U.S.D. #305 will contribute \$1,000 per contract year to each full time administrator's  
14 employer paid account. Contributions will be prorated for administrators who work less than full  
15 time and/or are employed for less than a full contract year.

16 **Description of Investment Tracks**

17 The U.S.D. #305 Retirement Plan Oversight Committee, made up of representatives from  
18 the BOE, administration, and Salina NEA, will select and maintain a group of investment  
19 options, including conservative, moderate, and aggressive investment tracks. Administrators  
20 must select from these options for all investments into their Retirement Plan Portfolio. Separate  
21 investment options may be made for an administrator's Employer Paid Account and his/her  
22 Employee Paid Account. Employer paid contributions for administrators who do not make  
23 investment elections will be placed in the moderate investment track.

24  
25 NOTE: This plan in no way limits additional voluntary contributions up to the amounts  
26 allowed by state and federal laws and regulations into separate qualified retirement accounts with  
27 qualified providers.

28  
29 **Vesting of Employer Paid Contributions**

30 Upon beginning the 6<sup>th</sup> contiguous year as an administrator or certified teacher employed  
31 by U.S.D. #305, each administrator will become vested in 10% of the amount contained within  
32 his/her Employer Paid Account. The vested portion will continue to increase by an additional  
33 10% per year until the administrator is 100% vested upon beginning the 15<sup>th</sup> contiguous year  
34 with U.S.D. #305.

36 **CEL Defined Contribution Retirement Plan / Early Retirement Phase Out CEL-2**

37  
38 Vesting Schedule:

39	Year(s)	Amount Vested
40	1 – 5	0%
41	6	10%
42	7	20%
43	8	30%
44	9	40%
45	10	50%
46	11	60%
47	12	70%
48	13	80%
49	14	90%
50	15	100%

51  
52 Administrators who terminate employment with U.S.D. #305 after the beginning of their  
53 6<sup>th</sup> year may withdraw the vested portion of their Employer Paid Account or leave the vested  
54 amount in the account, thereby retaining contiguous vesting status upon returning to an  
55 administrative or certified teaching position with U.S.D. #305 at a future date.

56  
57 Voluntary Employee Contributions

58 Administrators may voluntarily contribute from their salary an amount of their choosing  
59 into their Employee Paid Account. Voluntary contributions may not exceed the amount allowed  
60 by federal and state laws and regulations. Administrators who choose to make contributions into  
61 their Employee Paid Account will be fully vested in their account immediately.

62  
63 Phase Out Option

64 Upon retirement, eligible administrators may choose to relinquish the portion of the  
65 vested amount in their Employer Paid Account equal to the amount that would have been in their  
66 account had they invested in the Moderate Investment track and thereby participate in the Phase  
67 Out Option described below.

68 Phase Out Option Eligibility

69 Administrators may choose the Phase Out Option if they:

- 70
- 71 a. Were employed as a full time administrator by U.S.D. #305 during the 2001-02  
72 contract year.
  - 73 b. Have 15 years or more of full time employment as an administrator or certified  
74 teacher with U.S.D. #305 (uninterrupted by any other employment) immediately  
75 prior to their retirement.
  - 76 c. Will be less than the age for full Social Security retirement as of December 31 of  
77 the year they plan to retire.
- 78  
79  
80

81 **CEL Defined Contribution Retirement Plan / Early Retirement Phase Out CEL-3**

- 82  
83 d. Retire prior to the 2018-19 contract year.  
84 e. Have a combined total of age plus credited years of service in KPERS that is equal  
85 to or greater than 85

86 OR

- 87  
88 f. Meet the requirements of a, b, c, and d above and are not less than 60 years of age  
89 by August 31 of the year they retire.  
90

91 **Phase Out Option Application**

92 An administrator may apply for the Phase Out Option by completing the Phase Out  
93 Option Application form available from the Office of Human Resources. The completed form  
94 shall be submitted on or before the first (1<sup>st</sup>) day of April preceding the anticipated retirement  
95 date. The board may waive application of this date under extreme or emergency circumstances.  
96

97 An administrator choosing the Phase Out Option may receive variable annual payments  
98 each year, beginning January of the year following the administrator's retirement, and shall  
99 receive payments each year until the year the administrator reaches the age for full Social  
100 Security retirement eligibility as of August 31. The total benefit a qualifying administrator may  
101 receive is \$35,000 (minus any amount in the administrator's Employer Paid Account which is  
102 less than would have been accumulated had the administrator invested in the Moderate  
103 investment track), or \$7,000 per year, whichever is the lesser amount.  
104

105 Upon retirement, any amount in the administrator's Employer Paid account that is above  
106 the amount that would have been in his/her account had he/she invested in the Moderate  
107 Investment track will be distributed to the administrator.  
108

109 All Phase Out benefits terminate upon the death of the administrator.  
110

111 **Defined Contribution Retirement Plan Terms and Conditions**

112 If any provision of this plan is determined to be in violation of federal or state laws or  
113 regulations, then the entire plan shall immediately terminate and shall be of no further force or  
114 effect unless re-adopted by the Board of Education of U.S.D. #305.  
115

116 Approved: January 27, 2004  
117 Reviewed: March 24, 2009  
118 Revised: November 23, 2010

1 **CF** **Board-Superintendent Relations**

**CF**

2

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

7

8 Approved: January 20, 1982

9 Revised: August 15, 1990

10 Reviewed/Revised: June 12, 2001

11 Reviewed: March 24, 2009

12 Reviewed: November 23, 2010

2  
3 The board will employ administrative personnel as needed.

4  
5 Compensation Guides and Contracts

6 Administrative personnel shall be compensated for their services with a contracted salary  
7 determined by the board. Administrative contracts shall be reviewed annually. The board shall  
8 determine the terms and length of each contract. The board's attorney may develop and review  
9 administrator contracts.

10  
11 Qualifications and Duties

12 The superintendent shall develop appropriate job descriptions for each administrative  
13 position. When adopted by the board, job descriptions shall be filed in the human resources  
14 department.

15  
16 Recruitment

17 The board delegates to the superintendent the authority to identify and recommend the  
18 appointment of individuals to fill vacant administrative positions. The superintendent shall  
19 screen all applicants and may use other staff members and board members to assist. The  
20 superintendent shall make recommendations to the board. The district may pay preapproved  
21 expenses incurred by candidates interviewed for an administrative position. The superintendent  
22 may pre-approve expenses by candidates interviewed for an administrative position.

23  
24 Assignment

25 The superintendent shall recommend to the board appointments, assignments, transfers,  
26 demotions, terminations or non-renewals of any administrative personnel.

27  
28 Orientation

29 The superintendent will conduct an appropriate administrative orientation program.

30  
31 Supervision

32 The superintendent shall be responsible for supervising all administrative personnel.

33  
34 Administrative Intern Program

35 The board may establish by contract with an approved administrator training institution  
36 an administrative intern program.

37  
38 Travel Expense

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

41  
42 Approved: January 20, 1982  
43 Revised: August 15, 1990  
44 Revised: October 20, 1993  
45 Reviewed/Revised: June 12, 2001  
46 Revised: November 11, 2003  
47 Reviewed: March 24, 2009  
48 Revised: November 23, 2010

1 **CGI Evaluation for Administrative Personnel**

CGI

2  
3 All administrative personnel, including principals, supervisors, and central office  
4 administrators, will be evaluated by their respective supervisors formally in writing and in  
5 accordance with the statutory requirements for the first four years of employment and at least once  
6 every three years thereafter. Whenever an administrator's job assignment changes significantly, the  
7 administrator will be placed on a new evaluation schedule. One copy of the written evaluation will  
8 be given to the administrator, and one copy will be filed in the administrator's evaluation folder.  
9 The administrator's evaluation folder shall be available only to the administrator, the superintendent,  
10 and others authorized by law. All evaluation reports and responses thereto shall be filed  
11 permanently in the administrator's evaluation folder. These reports shall be retained by the school  
12 district during the term of employment and for a minimum of three (3) years after separation from  
13 employment in the school district. The provisions of this section shall apply to all administrative  
14 personnel in the school district.  
15

16 The superintendent will report promptly to the board any deficiency in performance which,  
17 if uncorrected, may lead to a recommendation of non-renewal of the administrative employment  
18 contract.  
19

20 Approved: October 7, 1987  
21 Revised: August 15, 1990  
22 Reviewed/Revised: June 12, 2001  
23 Reviewed: March 24, 2009  
24 Reviewed: November 23, 2010  
25 Reviewed: October 14, 2014

1 **CGPFA**      **Sabbatical Leave for Administrators**

**CGPFA**

2  
3            The board may grant a sabbatical leave of up to one year to administrative personnel for  
4 the purpose of graduate study in an accredited institution.

5  
6 Approved:    June 12, 2001  
7 Revised:      April 14, 2009  
8 Reviewed:    November 23, 2010

9  
10 **CGPFA-R**      **Sabbatical Leave for Administrators**

**CGPFA-R**

11  
12            Eligibility

13            An administrator with six or more consecutive years of administrative experience in the  
14 district shall be eligible to apply for a sabbatical leave of up to one contract year.

15  
16            Application Procedures

17            Application for sabbatical leave, including the plan of study, must be submitted to the  
18 superintendent on or before February 1 of the contract year prior to the proposed leave.

19  
20            Applications will be reviewed by a committee consisting of one elementary principal, one  
21 secondary principal, the director of Human Resources, and the superintendent. Should several  
22 applications be submitted in one year, consideration will be given for the time of service to the  
23 District and the perceived benefit to the district of the professional study. Applicants shall be  
24 given notice of the committee's acceptance or rejection within twenty days following the due  
25 date for filing.

26  
27            The superintendent shall recommend to the Board as an action item at the first regular  
28 meeting in March the names of successful applicants.

29  
30            Salary and Benefits

31            Administrators shall be paid \$40,000 for a year's leave or \$20,000 for a semester's leave.  
32 Payments shall be consistent with district payroll practice. Outside grants or scholarships shall  
33 not affect the pay granted for the sabbatical.

34  
35            The recipient of a sabbatical leave shall be provided the amount of the administrators'  
36 health benefit. Contribution to the Kansas Public Employee Retirement System shall be  
37 continuous and based on the compensation made to the employee during the sabbatical leave  
38 period. Legal requirements of the KPERS will be followed. Sick leave shall not accumulate nor  
39 be used during the sabbatical period. USD 305's contribution to the employee's retirement plan  
40 shall not apply during the sabbatical period.

41  
42            An approved sabbatical leave shall not be considered as an interruption to service.

43  
44            Requirements and Status Upon Return from Leave

45            At the expiration of the sabbatical leave, the administrator shall be reinstated in an  
46 administrative position.



48

49 An administrator accepting a sabbatical leave shall sign an agreement to render two full  
50 years of service to the district immediately following the termination of the sabbatical leave. If  
51 the administrator does not remain in the employ of the district as per agreement, s/he shall,  
52 reimburse the Board of Education for all salary and benefits received during the sabbatical leave  
53 except as the Board shall, by special action, waive such obligations. Terms of repayment shall  
54 be mutually agreed upon before the sabbatical is granted.

55

#### 56 Reports Required

57 An interim report shall be filed with the superintendent at the mid-point of the period for  
58 which the leave is taken (end of nine (9) weeks for a semester's leave, end of the first semester  
59 for a year's leave). This report shall contain sufficient information to enable the superintendent  
60 to determine that the leave is being utilized in the manner for which the leave was granted.

61

62 Within sixty days of the termination of the sabbatical leave, the recipient shall file with  
63 the superintendent a final report which includes an official transcript and the recipient's appraisal  
64 of the professional value of the activities while on leave and the manner in which the knowledge  
65 and experience gained may be applied to the benefit of the school district.

66

67 Approved: June 12, 2001

68 Revised: April 14, 2009

69 Reviewed: November 23, 2010

1 **CJ**    **Consultants**

**CJ**

2  
3            The administrative and supervisory staff of the district shall encourage the use of  
4 professional consultants and other resource persons when such consultative services will be helpful  
5 in the improvement of the educational program in the district. All compensated consultants shall be  
6 approved in advance by the superintendent.

7  
8            All consultants shall be hired on the basis of a written agreement.

9  
10 Approved:                January 20, 1982  
11 Revised:                    August 15, 1990  
12 Reviewed/Revised:      June 12, 2001  
13 Reviewed:                 March 24, 2009  
14 Revised:                    November 23, 2010

1 **CK Professional Development Opportunities/Administration**

CK

2  
3 The superintendent may request administrators off contract to attend summer sessions,  
4 conferences, workshops or other activities which will directly benefit the schools. Expenses for  
5 meetings approved by the superintendent will be paid by the district. (See GAN)

6  
7 Approved: January 20, 1982  
8 Revised: August 15, 1990  
9 Reviewed/Revised: June 12, 2001  
10 Revised: March 24, 2009  
11 Revised: November 23, 2010

1 **CL** **Administrative Teams**

CL

2  
3 The board advocates the administrative team concept of school administration. The  
4 superintendent shall recommend to the board a team organization. This organization will take  
5 effect upon approval by the board and will remain in effect until the superintendent and the board  
6 approve changes.

7  
8 Method of Appointment

9 The superintendent shall appoint administrators to the administrative team. The  
10 superintendent may establish other administrative committees as necessary or as requested by the  
11 board.

12  
13 Organization

14 The superintendent shall serve as the chair of the administrative team and, after  
15 considering team recommendations, shall determine the team's organization and meeting  
16 schedule. All members of the team shall attend regular board meetings unless excused by the  
17 board or superintendent.

18  
19 Approved: June 12, 2001  
20 Revised: April 14, 2009  
21 Reviewed: November 23, 2010

1 **CM Policy Implementation**

**CM**

2

3 Failure of any administrative employee to implement board policies may result in  
4 suspension, demotion, probation, non-renewal or termination of employment in accordance with  
5 procedures set forth in these policies and rules.

6

7 Approved: January 20, 1982

8 Revised: August 15, 1990

9 Reviewed/Revised: June 12, 2001

10 Reviewed: March 24, 2009

11 Reviewed: November 23, 2010

2  
3 The board delegates to the superintendent the responsibility for developing  
4 recommendations and for designing any necessary arrangements to carry out board policy and to  
5 operate the district's schools. These rules and arrangements shall constitute the administrative  
6 regulations governing the schools and shall be considered for approval, modification or  
7 disapproval by the board.

8  
9 Staff Involvement

10 In developing rules, regulations and arrangements for the district's operation, the  
11 superintendent shall include at the planning stage representatives of those employees who will be  
12 affected.

13  
14 The superintendent shall develop procedures utilizing certified and non-certified  
15 employees for the exchange of ideas regarding the district's operation. The advice given by  
16 employees, especially that given by groups designated to represent large segments of the staff,  
17 shall be considered. The board shall be informed of such counsel when reports and  
18 recommendations are made to the board.

19  
20 Community Involvement

21 The superintendent may involve district patrons on committees or study groups whenever  
22 necessary.

23  
24 Student Involvement

25 The superintendent is encouraged to consider students' opinions concerning the rules  
26 which affect them.

27  
28 Rules Adoption

29 The superintendent shall review all proposed rules before they are submitted to the board.  
30 All administrative rules recommended by the superintendent shall be reviewed by the  
31 administrative staff before being submitted to the board for their consideration.

32  
33 Rules Dissemination

34 Copies of administrative rules shall be given to all employees who play a role in  
35 enforcing the rules or who will be affected by any rule changes.

36  
37 Rules Review

38 Administrative rules adopted by the board shall be subject to review by the board and the  
39 administrative staff.

40

1 **CN Public Records**

CN

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

3  
4 The board shall designate a Freedom of Information Officer with the authority to  
5 establish and maintain a system of records in accordance with the Kansas Open Records Act and  
6 other applicable laws and may assign another district employee to handle requests for records  
7 and serve as the custodian of the records. The custodian shall prominently display and distribute  
8 or otherwise make available to the public a brochure in the form prescribed by the local Freedom  
9 of Information Officer.

10  
11 Types of Records

12 A public record means any recorded information, regardless of form or characteristics,  
13 which is made, maintained or kept by or is in the possession of the district, including those  
14 exhibited at public board meetings.

15  
16 Central Office Records

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

19  
20 Building Records

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

23  
24 Public Access

25 All records, except those subject to exception by the Kansas Open Records Act, shall be  
26 open to inspection by the general public during regular office hours of any school or the district  
27 office. Requests for access to open records shall be made in writing to an official custodian of  
28 district records. The official custodian shall examine each request to determine whether the  
29 record requested is an open record or is subject to an exception by the Kansas Open Records Act.  
30 The custodian shall either grant or deny the request accordingly.

31  
32 Each request for access to a public record shall be acted upon as soon as possible, but not  
33 later than the end of the third business day following the date that the request is received. If  
34 access to the public record is not granted immediately, the custodian shall give a detailed  
35 explanation of the cause for delay and the place and earliest time and date that the record will be  
36 available for inspection. If the materials cannot be assembled within three days, the requester  
37 shall be informed of the earliest date they will be available.

38  
39 If the request for access is denied, the custodian shall provide, upon request, a written  
40 statement of the grounds for denial. Such statement shall cite the specific provision of law under  
41 which access is denied and shall be furnished to the requester not later than the end of the third  
42 business day following the date of the request for the statement is received. If the requester  
43 disagrees with the explanation, the Freedom of Information Officer shall settle the dispute.

44  
45 The custodian may refuse to provide access to a public record, or to permit inspection, if  
46 a request places an unreasonable burden in producing public records or if the custodian has

48

49 reason to believe that repeated requests are intended to disrupt other essential functions of the  
50 public agency. However, refusal must be sustained by preponderance of the evidence.

51

52 Each custodian shall file all requests and their dispositions in the appropriate office and  
53 make reports as requested by the superintendent or the board.

54

55 Under no circumstances shall the documents be allowed out of their usual building  
56 location without the written permission of the official custodian. Copies of open records shall be  
57 available on written request. The board shall annually set fees for copies of records. Advance  
58 payment of the expense of copying open records shall be borne by the individual requesting the  
59 copy. Revenue from copying open records will be deposited in the district's general fund.

60

61 Disposition

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

64

65 The clerk is designated as the official custodian of all board records maintained by the  
66 district. The clerk of the board is designated as official custodian of all district office records  
67 maintained by the district. Each building principal is designated as official custodian of all  
68 records established and maintained at the building level. In addition to those records required by  
69 law, the clerk shall be responsible for preparing and keeping other records necessary for the  
70 district's efficient operation.

71

72 District employees shall follow the guidelines found in the student records policies. (See  
73 JR and JRB)

74

75 Retention of Documents in Certain Circumstances (See CNA)

76

77	Approved:	January 20, 1982
78	Revised:	August 15, 1990
79	Reviewed/Revised:	June 12, 2001
80	Revised:	July 12, 2005
81	Revised:	November 13, 2007
82	Revised:	April 14, 2009
83	Revised:	November 23, 2010
84	Reviewed:	June 13, 2017



42

43 Administration in Policy Absence

44 In an emergency when action must be taken where the board has provided no guides, the  
45 superintendent shall have the power to act, but any decision shall be subject to board review at  
46 the next meeting. The superintendent should recommend any policy needs the incident has  
47 created.

48

49 Approved: January 20, 1982

50 Revised: August 15, 1990

51 Reviewed/Revised: June 12, 2001

52 Revised: March 24, 2009

53 Revised: November 23, 2010

54

56

57 No administrative rule shall be in conflict with board policy.

58

59 Rules Drafting

60 All proposed rules may be submitted to the board attorney or a KASB attorney before  
61 being submitted to the board for final approval.

62

63 Staff Involvement

64 The superintendent and principals may appoint committees for functions not being  
65 performed by existing groups or persons.

66

67 Each staff or community committee shall act in an advisory capacity to the administrative  
68 officer responsible for the committee's area.

69

70 Student Involvement

71 The use of student input in the formation of policies and rules shall normally be restricted  
72 to areas pertaining to attendance center issues.

73

74 Administration in Policy Absence

75 If the superintendent is forced to act in the absence of regular board policy or guidelines  
76 and feels that policy is needed, a proposed board policy may be drafted, together with  
77 appropriate rules, to be presented at the next board meeting.

78

79 Approved: January 20, 1982

80 Revised: August 15, 1990

81 Reviewed/Revised: June 12, 2001

82 Revised: March 24, 2009

83 Revised: November 23, 2010

1 **CNA Document Production, Including Electronic Information**

CNA

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

3  
4 Destroying Documents

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

8  
9 Approved: November 13, 2007

10 Reviewed: March 24, 2009

11 Reviewed: November 23, 2010

1 **CO Reports**

CO

2  
3 The board may require reports from the staff.

4  
5 Types

6 The superintendent shall submit to the board an annual report summarizing the district's  
7 operations for the preceding school year. The superintendent shall present a monthly budget  
8 report to the board. The board delegates to the superintendent the authority to request reports  
9 from any staff member.

10  
11 Dissemination (See JR et seq.)

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

15  
16 Approved: January 20, 1982  
17 Revised: August 15, 1990  
18 Reviewed/Revised: June 12, 2001  
19 Reviewed: March 24, 2009  
20 Reviewed: November 23, 2010

21  
22 **CO-R Reports**

CO-R

23  
24 Types

25 The superintendent's annual report shall be submitted to the board no later than the  
26 second regularly scheduled Board of Education meeting in October. If the superintendent  
27 resigns or leaves the district, the annual report shall be submitted to the board prior to final  
28 payment of compensation under the employment contract.

29  
30 The superintendent's monthly budget report shall be included in the board's agenda and  
31 shall include each account, the original appropriation, the amount expended to date, the amount  
32 encumbered to date, and the remaining balance in each account.

33  
34 Approved: January 20, 1982  
35 Revised: August 15, 1990  
36 Reviewed/Revised: June 12, 2001  
37 Reviewed: March 24, 2009  
38 Revised: November 23, 2010