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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

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

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

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

8 Reviewed: March 24, 2009

9 Reviewed: November 23, 2010

10 Reviewed: October 9, 2018

11

12 **CED-R Appointment**

CED-R

13

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

16

17 Approved: January 20, 1982

18 Revised: August 15, 1990

19 Revised: June 12, 2001

20 Reviewed: March 24, 2009

21 Reviewed: November 23, 2010

22 Reviewed: October 9, 2018

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 15th.

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 **CEI-R Evaluation of the Superintendent**

CEI-R-2

48

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

53

54 Approved: January 20, 1982

55 Revised: August 15, 1990

56 Reviewed/Revised: June 12, 2001

57 Reviewed: July 12, 2005

58 Revised: October 13, 2009

59 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**

2 **CEL**

3 All administrators of U.S.D. #305 paid on the district administrator salary schedule are
4 provided a defined contribution retirement benefit as described below.

5
6 Employer Paid Contributions

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

11
12 U.S.D. #305 will contribute \$1,000 per contract year to each full time administrator's
13 employer paid account. Contributions will be prorated for administrators who work less than full
14 time and/or are employed for less than a full contract year.

15
16 NOTE: This plan in no way limits additional voluntary contributions up to the amounts
17 allowed by state and federal laws and regulations into separate qualified retirement accounts with
18 qualified providers.

19
20 Vesting of Employer Paid Contributions

21 Upon beginning the 6th contiguous year as an administrator or certified teacher employed
22 by U.S.D. #305, each administrator will become vested in 10% of the amount contained within
23 his/her Employer Paid Account. The vested portion will continue to increase by an additional
24 10% per year until the administrator is 100% vested upon beginning the 15th contiguous year
25 with U.S.D. #305.

26
27 Vesting Schedule:

28	Year(s)	Amount Vested
29	1 – 5	0%
30	6	10%
31	7	20%
32	8	30%
33	9	40%
34	10	50%
35	11	60%
36	12	70%
37	13	80%
38	14	90%
39	15	100%

40
41 Administrators who terminate employment with U.S.D. #305 after the beginning of their
42 6th year may withdraw the vested portion of their Employer Paid Account or leave the vested
43 amount in the account, thereby retaining contiguous vesting status upon returning to an
44 administrative or certified teaching position with U.S.D. #305 at a future date.

46 **CEL Defined Contribution Retirement Plan**

CEL-2

47

48 Voluntary Employee Contributions

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

53

54 Defined Contribution Retirement Plan Terms and Conditions

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

58

59 Approved: January 27, 2004

60 Reviewed: March 24, 2009

61 Revised: November 23, 2010

62 Revised: February 26, 2019

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 Revised: June 12, 2001

11 Reviewed: March 24, 2009

12 Reviewed: November 23, 2010

13 Reviewed: October 13, 2020

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 **CGK Suspension**

CGK

2
3 The superintendent shall have the authority to suspend district administrators with pay.

4
5 The superintendent may suspend administrators with pay for any reason, including, but
6 not limited to, one or more of the following: alleged violation of or failure to implement board
7 policy, rule, or regulation; refusal or failure to follow a reasonable directive of the
8 administrator's supervisor, the superintendent, or the board; the filing of a complaint against the
9 administrator with any civil or criminal authority; the alleged commission of an offense
10 involving moral turpitude; or other good cause.

11
12 If a suspension without pay is imposed on an administrator, the administrator is entitled
13 to pay until the administrator has been advised of the basis for suspension and has been given an
14 opportunity to respond. The superintendent shall notify the board of the suspension within 72
15 hours.

16
17 For the purposes of this policy, administrator means any employee who is required to
18 hold a building administrator's license issued by the Kansas State Department of Education or
19 whose position the board determines to be administrative or supervisory in nature with
20 responsibilities and remuneration comparable to those of certified administrators.

21
22 Approved: November 12, 2019

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 (with or without pay), demotion, probation, non-renewal or termination of
5 employment in accordance with procedures set forth in these policies and rules.

6

7 Approved: January 20, 1982

8 Revised: August 15, 1990

9 Revised: June 12, 2001

10 Reviewed: March 24, 2009

11 Reviewed: November 23, 2010

12 Revised: November 12, 2019

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

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 **CN Public Records**

CN

2 (See BE, CNA, ECA, HAI, IDAE, II, 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 within three days, 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.

37
38 If the request for access is denied, the custodian shall provide a written statement of the
39 grounds for denial. Such statement shall cite the specific provision of law under which access is
40 denied and shall be furnished to the requester not later than the end of the third business day
41 following the date of the request for the statement is received. If the requester disagrees with the
42 explanation, the Freedom of Information Officer shall settle the dispute.

43
44 The custodian may refuse to provide access to a public record, or to permit inspection, if
45 a request places an unreasonable burden in producing public records or if the custodian has
46 reason to believe that repeated requests are intended to disrupt other essential functions of the

48
49 public agency. If access is granted, under no circumstances shall the documents be allowed out
50 of their usual building location without the written permission of the official custodian.

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 Copies of Records

56 Copies of open records shall be available on written request unless otherwise specified in
57 Kansas or federal law. Requesters may make abstracts or obtain copies only of public records to
58 which they have access under the Kansas Open Records Act. The board shall not be required to
59 provide copies of radio or recording tapes or discs, video tapes, films, pictures, slides, graphics,
60 illustrations, or similar audio or visual items or devices unless such items or devices were shown
61 or played during open session of a district board meeting. Similarly, the district shall not be
62 required to provide such items or devices which are copyrighted by a person other than the
63 board. Furthermore, nothing in the Kansas Open Records Act requires the district to make copies
64 available electronically by allowing a requester to insert, connect, or otherwise attach an
65 electronic device to the computer or other electronic device of the district.

66
67 Fees

68 The board may prescribe reasonable fees for providing access to or furnishing copies of
69 public records, subject to the following:

- 70 • In the case of fees for copies of records, the fees shall not exceed the actual cost of
71 furnishing copies, including the cost of staff time required to make the information
72 available and printing fees of 10 cents per page, as applicable.
- 73 • In the case of fees for providing access to records maintained on computer or other
74 electronic data devices, the fees shall include only the cost to access any computer/
75 electronic data devices, including staff time required.
- 76 • The board may charge and require advance payment of a fee for providing access to or
77 furnishing copies of public records. Such advance payment shall be borne by the
78 requestor.
- 79 • Revenue from copying/furnishing access to open records will be deposited in the
80 district's general fund.

81
82 Disposition

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

85
86 The clerk of the board is designated as official custodian of all district office records
87 maintained by the district. Each building principal is designated as official custodian of all
88 records established and maintained at the building level. In addition to those records required by
89 law, the clerk shall be responsible for preparing and keeping other records necessary for the
90 district's efficient operation.

91 CN **Public Records**

CN-3

92

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

95

96 Retention of Documents in Certain Circumstances (See CNA)

97

98 Approved: January 20, 1982

99 Revised: August 15, 1990

100 Revised: June 12, 2001

101 Revised: July 12, 2005

102 Revised: November 13, 2007

103 Revised: April 14, 2009

104 Revised: November 23, 2010

105 Reviewed: June 13, 2017

106 Reviewed: February 26, 2019

107 Revised: November 12, 2019

108 Revised: October 13, 2020

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 as long as the legal action is pending.

8
9 Approved: November 13, 2007

10 Reviewed: March 24, 2009

11 Reviewed: November 23, 2010

12 Revised: November 12, 2019

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