

## **Section C: GENERAL SCHOOL ADMINISTRATION**

Section C of the NEPN/NSBA classification system contains policies, regulations, and exhibits on school management, administrative organization, and school building and department administration — including the administrative aspect of special programs and systemwide reforms such as school- or site-based management. It also houses personnel policies on the superintendent, senior administrators (management team), and school principals. All phases of policy implementation — procedures or regulations — are properly located in this section.

<b>CA</b>	<b>Administration Goals/Priority Objectives</b>
<b>CAA</b>	<b>Evaluation of School Administration</b>
<b>CB</b>	<b>School Superintendent</b>
<b>CBA</b>	<b>Qualifications of Superintendent</b>
<b>CBB</b>	<b>Recruitment of Superintendent</b>
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<b>CBE</b>	<b>Superintendent's Salary, Compensation, and Benefits</b>
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<b>CFF</b>	<b>Support Personnel for Building Administration</b>
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<b>CFH</b>	<b>Secondary School Administration</b>
<b>CFHA</b>	<b>Middle School/Junior High School Administration</b>
<b>CFHB</b>	<b>High School Administration</b>
<b>CG</b>	<b>Special Programs Administration</b>
<b>CGA</b>	<b>Summer Programs Administration</b>
<b>CGB</b>	<b>School-Based Child Care Programs Administration</b>
<b>CGC</b>	<b>Adult Education/Lifelong Learning Programs Administration</b>
<b>CGD</b>	<b>State and Federal Programs Administration</b>
<b>CH</b>	<b>Policy Implementation</b>
<b>CHA</b>	<b>Development of Regulations</b>



**CHB** Board Review of Regulations (Also BGD)  
**CHC** Regulations Communication  
**CHCA** Handbooks and Directives  
**CHD** Administration in the Absence of Policy

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**Qualification/Powers and Responsibilities of Superintendent**  
(Job Description)

**TITLE:** Superintendent of schools

**QUALIFICATIONS:**

1. At least five years of successful teaching experience
2. Three years of administrative experience
3. A master's degree in administration
4. An administrator's license
5. Demonstrated effective techniques for working with both lay and professional groups and a willingness to apply himself wholly to the professional tasks of the superintendency
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

By unanimous consent of the entire Board, certain of these qualifications may be waived as long as the Board believes the candidate meets the necessary requirements to perform the job and is in the process of obtaining all of the qualifications.

**REPORTS TO:** Board of Education

**SUPERVISES:** Directly or indirectly all employees of the district

**JOB GOAL:** To provide leadership in developing and maintaining the best possible educational programs and services.

**PERFORMANCE RESPONSIBILITIES:**

The management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program and to all parts of the physical plant.

The tasks of superintendent are manifold and all-inclusive. The superintendent shall perform the specific administrative functions outlined below.

1. **Operations.** The superintendent shall:

- a. Manage the work of all personnel in planning and program development and direct all activities of the school district. The superintendent may delegate

these responsibilities, together with appropriate authority, but he may not delegate nor relinquish his ultimate responsibility for results or any portion of his accountability.

- b. Evaluate district operations, special programs and the professional staff according to policies adopted by the Board and recommend ways of meeting curriculum, personnel, financial and facility needs.
- c. Maintain an adequate and complete file of records and information including class records and registers on all phases of the district's operations. The superintendent shall insure the accuracy and safekeeping of such records and shall make them available when needed.
- d. Establish and direct the scheduling and usage of the district transportation program according to policies adopted by the Board. The superintendent shall establish and direct communications between facilities, principals, drivers, maintenance staff, county operations, parents and students.
- e. Insure that teachers' time is not occupied by solicitors or agents during school hours or while performing their duties. The superintendent shall insure that solicitors and agents are not permitted on school premises except as provided by Board policy.
- f. Present a proposed school calendar for the ensuing school year to the Board for approval no later than the regular July Board meeting. The superintendent shall present the proposed daily schedule for the ensuing school year to the Board for review no later than the regular August meeting each year.

**2. Organization.** The superintendent shall:

- a. Provide the instructional leadership in the school, devoting as much time as needed to the immediate problems of instruction and giving special assistance to teachers, particularly those new to the district. The superintendent shall assume responsibility for developing a program of faculty meetings designed to study specific programs and/or problems that have relevance to the instructional program of the school.
- b. Supervise the development of the educational program for the district including educational planning and the establishment and direction of coordination programs between student activities, facility, staff activities and the various functions of district personnel. The superintendent shall establish programs for the dissemination of information and orientation to the instructional program for both staff and community and direct a continuous program of evaluation of the activities of the instructional program.

**3. Personnel.** The superintendent shall:

- a. Recruit, screen and recommend personnel for employment, retention and assignment in all areas with aid and support from such other staff members who are assigned to work in this area.
- b. Meet with the staff when needed for the purpose of providing information concerning new trends and developments within the instructional and administrative operations of the district. The superintendent shall delegate the necessary authority and adequately supervise all academic as well as nonacademic activities placed under his jurisdiction.
- c. Establish and direct district programs of action, research, instruction innovation and in-service improvements for staff members and district personnel.
- d. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.

**4. Finances.** The superintendent shall:

- a. Direct the development of the annual budget of the school district.
- b. Act as purchasing agent for the district.
- c. Provide for the overall management of the school district's financial activities. The superintendent shall be responsible for the accurate accounting of any and all funds entrusted to him in the course of his professional duties.

**5. Relationships.** The superintendent shall:

- a. Act as executive officer for the Board.
- b. Act as professional adviser to the Board.
- c. Attend meetings of the Board with the right to comment on all issues.
- d. Prepare the agenda for all educational matters for all meetings of the Board and deliver the agenda with pertinent information on each item well in advance of the meeting.
- e. Participate in the affairs of local, state and national professional organizations.
- f. Serve as a representative of the school system and the community at meetings on the local, state and national level.
- g. Maintain a cooperative working relationship between the schools and the community and community agencies.

File: CBA/CBC

- h. Establish and maintain such other relationships within and outside the school district as required to carry out his responsibility.
- i. Report, interpret and implement Board policy and administrative regulations to the staff, students, parents, general public and all local, state and federal agencies of government. The superintendent shall establish and maintain a comprehensive program of public relations with these groups for the purpose of providing widespread understanding of the operation of the district.

The superintendent shall perform such other duties relating to the educational program and the teaching and learning process as may be assigned by the Board.

Adopted February 2, 1988

Revised to conform with practice: date of manual adoption

LEGAL REF.: C.R.S. 22-9-106 (4)

## Recruitment of Superintendent

The appointment of a superintendent is a function of the Board. The Board shall take steps to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community and the professional staff.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. It may also, at its discretion, determine that an external search is not necessary due to a qualified internal candidate. Final selection shall rest with the Board after a thorough consideration of qualified applicants.

A vote of the majority of Board members present at a Board meeting for which due notice has been given of the intended action shall be required for the appointment of the superintendent.

### **Search process**

When the Board conducts a search for the position, the writing or revising of the job description, requirements for applicants, selection procedures and applicable deadlines shall be adopted at a public meeting.

Records submitted to the district by an applicant for a superintendent position shall remain confidential until the applicant becomes a finalist for the position. If only three or fewer candidates possess the minimum qualifications for the position, said candidates are all considered finalists.

A list of all finalists being considered for the position shall be made public by the Board at least 14 days prior to appointing one of the finalists to fill the position. No offer of appointment shall be made prior to this public notice.

When an applicant becomes a finalist, all records submitted by the applicant shall be available for public inspection except that letters of reference or medical, psychological and sociological data shall remain confidential.

Current practice codified 1995

Adopted: date of manual adoption

Revised April 22, 2010

LEGAL REFS.: C.R.S. 22-32-110(1)(g) (power to employ a CEO)

C.R.S. 22-44-115(4) (administrative contacts)

C.R.S. 24-6-402(3.5)(search committee duties)

C.R.S. 24-72-204(3)(a)(XI)(A) (inspection of public records)



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Current practice codified 1995  
Adopted: date of manual adoption  
Revised April 22, 2010  
Legal references updated April, 2013

LEGAL REFS.: C.R.S. 22-32-110(1)(g) (power to employ a CEO)

C.R.S. 22-44-115(4) (administrative contacts)

C.R.S. 24-6-402 (2)(d)(IV) (*outcome of a secret ballot vote must be recorded contemporaneously in the minutes*)

File: CBB

C.R.S. 24-6-402(3.5)(search committee duties)

C.R.S. 24-72-204(3)(a)(XI)(A) (inspection of public records)

*NOTE: Colorado's open meetings law permits local boards of education to select the membership of any superintendent search committee by secret ballot. C.R.S. 24-6-402(2)(d)(IV). If the selection of the search committee is by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes. Id.*



## **Superintendent's Contract**

The superintendent's contract shall meet the requirements of state law and shall protect the rights of both the Board and the superintendent.

The contract period shall be from July 1 through June 30 of each year. The ensuing contract shall be reviewed by the Board and approved or denied no later than May 15 of the previous year.

Adopted February 2, 1988

Revised to conform with practice: date of manual adoption

LEGAL REFS.: Constitution of Colorado, Article X, Section 20 (4)(b)  
C.R.S. 22-9-109  
C.R.S. 22-32-110 (1)(g)  
C.R.S. 22-44-115 (4)  
C.R.S. 22-63-202 (2)  
C.R.S. 24-72-204 (3)(a)(II)(B)

CROSS REF.: CFBA\*, Evaluation of Evaluators



## Superintendent's Contract

### SUPERINTENDENT'S CONTRACT

THIS CONTRACT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 19 \_\_, by and between School District \_\_\_\_\_, State of Colorado, hereinafter called the DISTRICT, and \_\_\_\_\_, hereinafter called the SUPERINTENDENT.

#### WITNESSETH:

WHEREAS, the DISTRICT is required and authorized by law to employ a chief executive officer to administer the affairs and the programs of the DISTRICT, pursuant to a contract; and

WHEREAS, the Board of Directors of the DISTRICT at a regular/special meeting held on the \_\_\_\_ day of \_\_\_\_\_, 19 \_\_, has approved this contract and authorized the President and Secretary of the Board to execute this contract for and on behalf of the DISTRICT.

NOW, THEREFORE, in consideration of the mutual covenants herein, it is agreed as follows:

A. THE DISTRICT AGREES to pay the SUPERINTENDENT a salary at a rate based on the gross amount of \$ \_\_\_\_\_ per contract year, such compensation to be payable in equal monthly installments on or before the last day of each month, beginning \_\_\_\_\_.

B. THE SUPERINTENDENT AGREES to perform the usual activities and assignments of the chief executive officer of the School District as directed by and in accordance with the requirements of the Board of Directors of the DISTRICT from time to time.

1. That without limiting the generality of the foregoing, the SUPERINTENDENT shall exercise vision, initiative, resourcefulness, leadership, and consideration and concern for staff members, students, and parents in the exercise of his responsibilities for the general management of the schools of the District. He shall be responsible for guiding the development of the educational objectives and programs of the District to fulfill the educational needs of all pupils and shall provide overall direction to the activities of the District and its personnel toward the accomplishment of the District goals; administer the policies of the District; conserve the District's assets and resources; and maintain and enhance the District's standings in all its internal and external relationships. The SUPERINTENDENT's management responsibility shall extend to all activities of the District, to all phases of the educational program and to all parts of the physical plant. In addition, the SUPERINTENDENT shall perform any and all other reasonable duties and

assignments necessary and appropriate to the position, subject to the direction of the Board of Directors of the DISTRICT. The SUPERINTENDENT shall comply with requirements and directives of the Board of Directors even though such may not have been formally adopted by roll call vote of the Board of Directors.

C. THE DISTRICT AND THE SUPERINTENDENT MUTUALLY AGREE:

1. The term of this contract shall be for a period commencing \_\_\_\_\_ and ending \_\_\_\_\_. [This contract shall be deemed to be renewed for one additional year if notification to the contrary is not given to the SUPERINTENDENT by \_\_\_\_\_; provided, however, such renewal shall not occur if the SUPERINTENDENT fails to timely place the matter on an agenda for action by the Board of Directors.]

2. This contract is intended by the parties to be a full-time contract and the SUPERINTENDENT shall devote his attention to the functions of Superintendent of Schools at all times during the term of the contract. It is not contemplated that the SUPERINTENDENT will ordinarily perform services on weekends or legal holidays. However, it is intended that the SUPERINTENDENT shall be available on such days to meet the responsibilities of the position of Superintendent of Schools on such occasions as are necessary.

3. Deductions authorized by law or board policy may be made by the DISTRICT from the monthly installments of the salary due to the SUPERINTENDENT.

4. This contract shall at all times be conditioned upon and subject to the requirements that the SUPERINTENDENT shall furnish to the DISTRICT, prior to the commencement of, and maintain throughout the term of this contract, a valid and appropriate certificate with appropriate administrative endorsement to act as Superintendent of Schools in accordance with the laws of the State of Colorado and regulations of the Colorado Department of Education and upon failure of the SUPERINTENDENT to meet any of these requirements, this contract, without further action by either the DISTRICT or the SUPERINTENDENT, is automatically terminated.

5. Notwithstanding and not as modification of any other specification or reference herein, this contract is subject to and includes all applicable laws of the federal and state governments and all duly adopted policies, rules, and regulations of the DISTRICT as are in effect or become in effect during the term of this contract; and the DISTRICT specifically reserves the right to change such policies, rules and regulations at any time without prior notice.

6. The Board of Directors of the DISTRICT shall, during the term of this contract, review and evaluate the SUPERINTENDENT pursuant to the DISTRICT evaluation procedures.

7. The SUPERINTENDENT agrees to pay damages to the DISTRICT, and the Board of Directors of the DISTRICT agrees to collect or withhold damages from compensation due or payable to the SUPERINTENDENT in an amount up to and including 1/12 of the total gross annual salary specified herein, with such damages being assessed against the SUPERINTENDENT from compensation due or payable to the SUPERINTENDENT if the SUPERINTENDENT abandons, breaches, or otherwise refuses to perform services pursuant to this contract, unless the SUPERINTENDENT has given written notice to the Board of Directors of the DISTRICT on or before July 1 that he will not fulfill this contract for the succeeding academic year, unless the SUPERINTENDENT has given at least 30 days written notice to the Board of Directors of the DISTRICT to the effect that he wishes to be relieved of this contract for the remainder of the term of this contract as of a certain date, and providing further that such damage shall not exceed ordinary and necessary expenses of the DISTRICT to secure the services of a suitable replacement for the SUPERINTENDENT.

8. The SUPERINTENDENT shall be entitled to vacation and benefits as follows:

[a. The SUPERINTENDENT shall receive \_\_\_\_ days of vacation annually, exclusive of legal holidays and Saturdays and Sundays. Unused vacation days will be paid at the per diem salary rate then in effect at the end of each contract year. Upon termination, unused accumulated vacation will be compensated at the per diem salary rate then in effect. Vacation leave is accrued proportionately to the time of service in any given year but the entire yearly allowance may be utilized at any time during the year, subject to reimbursement to the DISTRICT if leave is taken in excess of the proportion finally accrued. Vacation shall be taken at such times as agreed upon by the Board of Directors of the DISTRICT and the SUPERINTENDENT; provided, however, that the Board of Directors shall not unreasonably withhold such agreement.]

[b. The SUPERINTENDENT shall be credited with 12 sick leave days at the commencement of this contract and shall be allowed sick leave at the rate of one day for each month of actual employment. Unused sick leave days may be carried over into the next contract year and cashed out upon termination of employment. Sick leave shall accumulate to forty-five (45) days during the term of employment.



[c. The DISTRICT shall pay membership fees for the SUPERINTENDENT to maintain membership in the American Association of School Administrators and the Colorado Association of School Executives.]

[d. The DISTRICT shall reimburse the SUPERINTENDENT for reasonable expenses necessarily incurred by the SUPERINTENDENT in carrying out his duties hereunder, subject to submission of paid receipts.

[e. The SUPERINTENDENT shall be provided health insurance coverage under the policies carried or sponsored by the DISTRICT, with such coverage extending to the SUPERINTENDENT and his family and being paid for entirely by the DISTRICT.]

[f. The SUPERINTENDENT shall generally be entitled to other benefits, not addressed herein, applicable to certified employees.]

9. The DISTRICT shall pay the SUPERINTENDENT a housing fee of \$500.00 per month.

10. In the event the SUPERINTENDENT is unable to perform any or all of his duties by reason of illness, accident, or other cause beyond his control, and such disability exists for a period beyond the available leave time accumulated by the SUPERINTENDENT, if any, the DISTRICT may, at its discretion, make a proportionate deduction from the salary provided for the SUPERINTENDENT and if such disability continues more than 30 days beyond the accumulated sick leave time, the DISTRICT may at its option, terminate this agreement whereupon the respective duties, rights and obligations hereunder shall terminate.

11. The SUPERINTENDENT shall attend appropriate professional meetings at the state and national levels with prior approval of the Board of Directors of the DISTRICT. The costs of approved attendance shall be paid by the DISTRICT.

12. Throughout the term of this agreement, the SUPERINTENDENT shall be subject to discharge for good cause, which includes, but is not limited to, the failure to comply with the terms and conditions of this contract, as well as other similar or nonsimilar reasons. The SUPERINTENDENT shall have the right to a hearing before the Board of Education prior to any such discharge.

13. The Board of Education of the DISTRICT may unilaterally terminate this agreement upon payment of any salary remaining due to the SUPERINTENDENT under this agreement, provided that said salary shall be that amount set forth at Section A above and shall not include any other benefit provided the SUPERINTENDENT as a consequence of this agreement, including, among other

things, fringe benefits not received as a consequence of such termination, payment of employer contributions to P.E.R.A. for the balance received, expenses to professional meetings, use of a school vehicle or any other benefit which might otherwise be enjoyed or claimed by the SUPERINTENDENT as consequence of this contract.

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

By: \_\_\_\_\_  
Secretary, Board of Education

By: \_\_\_\_\_  
Superintendent of Schools

DATE: \_\_\_\_\_





## Superintendent's Conduct

The superintendent shall observe rules of conduct established in law which specify that a school district employee shall not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the superintendent's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the superintendent's duties or which the superintendent knows or should know is primarily for the purpose of a reward for action taken.
3. Engage in a substantial financial transaction for private business purposes with a person whom the superintendent supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the superintendent has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

It shall not be considered a breach of conduct for the superintendent to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Current practice codified 1995  
Adopted: Date of manual adoption  
Revised November 21, 2013

LEGAL REFS.: C.R.S. 18-8-308 (*disclosure of pecuniary conflicts of interest*)  
C.R.S. 22-32-110 (1)(k) (*power to adopt conduct rules*)  
C.R.S. 24-18-104 (*government employee rules of conduct*)  
C.R.S. 24-18-109 (*local government employee rules of conduct*)

*NOTE 1: State law defines "economic benefit tantamount to a gift of substantial value" to include: 1. A loan at a rate of interest substantially lower than the prevailing commercial rate; 2. Compensation received for private services rendered at a rate substantially exceeding the fair market value; and 3. Goods or services for the Board member's personal benefit offered by a person who is at the same time providing goods or services to the district under a contract or other means by which the person receives payment or other compensation from the district. C.R.S. 24-18-104 (2). However, state law permits a Board member to receive such goods or services if the "totality of the circumstances" indicates the transaction is legitimate, the terms are fair to both parties, the transaction is supported by full and adequate consideration, and the Board member does not receive any substantial benefit*

*resulting from the Board member's status that is unavailable to members of the public generally. C.R.S. 22-18-104 (2)(b).*

*NOTE 2: State law lists the type of items that are not considered "gifts of substantial value or substantial economic benefit tantamount to a gift of substantial value" and are therefore permissible for a Board member to receive. See, C.R.S. 24-18-104 (3). Such items include campaign contributions or contributions in kind that are reported in accordance with the Fair Campaign Practices Act; an unsolicited item of trivial value (i.e. currently less than \$53), "such as a pen, calendar, plant, book, notepad or similar item;" and an unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento or similar item. Id.; see also, Colo. Const. Art. XXIX, Section 3.*

## **Superintendent's Ethics**

According to the Colorado Revised Statutes 24-18-105, the following ethical principles for superintendents "are intended as guides to conduct and do not constitute violations as such of the public trust of office..."

1. A superintendent "should not acquire or hold an interest in any business or undertaking which he has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by an agency over which he has substantive authority."
2. A superintendent "should not, within six months following the termination of his office..., obtain employment in which he will take direct advantage, unavailable to others, of matters with which he was directly involved during his term of [office]. These matters include rules, other than rules of general application, which he actively helped to formulate and applications, claims or contested cases in the consideration of which he was an active participant."
3. A superintendent "should not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when he has a substantial financial interest in a competing firm or undertaking."



## **Public Inspection of Superintendent's Evaluation**

Those portions of the superintendent's written evaluation relating to his performance in fulfilling adopted district objectives, fiscal management of the district, district planning responsibilities and supervision and evaluation of district personnel shall be available for inspection by the public during regular office hours.

Current practice codified 1995

Adopted: date of manual adoption

LEGAL REF.: C.R.S. 22-9-109



## **Administrative Organization**

A carefully planned pattern of authority shall be observed by the Board in providing educational opportunities for district students and in directing those school activities which the state of Colorado entrusts to the district's care and supervision.

The Board believes the purpose of administration is to facilitate the operation and continued improvement of the instructional program. Sound administrative organization should provide for the following:

1. Careful definition and delegation of duties and responsibilities in order that all employees know the scope and limits of their position.
2. Opportunity for general growth through the exercise of initiative and responsibility.
3. Grouping of those jobs whose functions are most closely related.
4. Clear and open channels of communication. Each employee must know to whom is responsible and who is responsible to him.
5. Opportunity for all to participate in planning, policy making and evaluating in their own fields and in the entire program.
6. Coordination of efforts to avoid overlapping functions and gaps in direction and assessment of functions.
7. Definite location of executive authority and responsibility in the person of the superintendent.
8. Limitation of the scope of control in that a limited number of employees should report directly to the superintendent.
9. Organization built upon functions and responsibilities, not upon the unique characteristics of individuals.
10. Organization in which productive and mutually respected relationships can be maintained.
11. Organization which assures stability.

File: CC

Adopted April 6, 1982

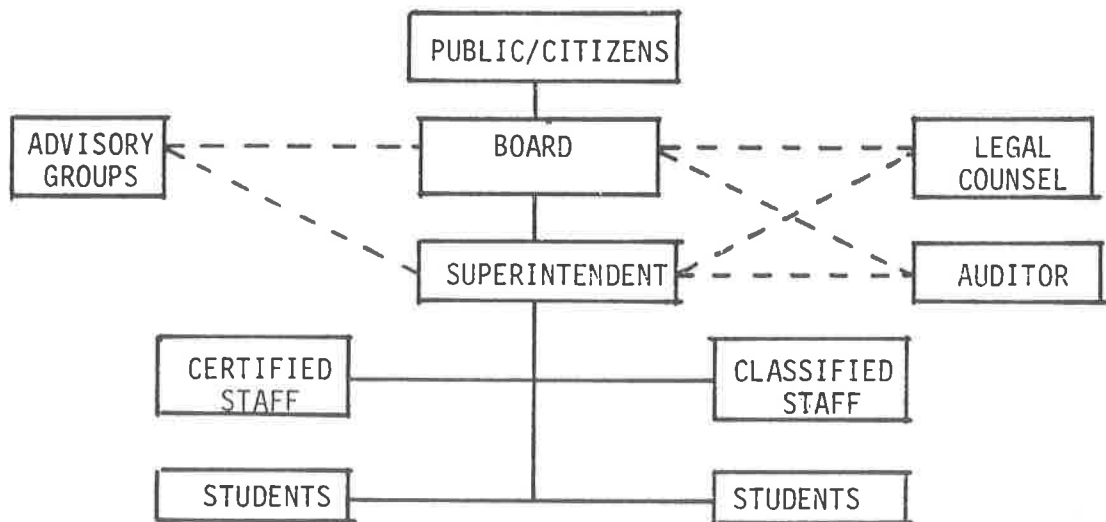
Revised January 6, 1984

Revised to conform with practice: date of manual adoption



## Organization Charts

The plan for administrative organization is illustrated on the following chart:





## **Line and Staff Relations**

The Board desires the superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Lines of direct authority shall be those approved by the Board and shown on the district organization chart.

Adopted February 2, 1988

CROSS REF.: GBK, Staff Concerns/Complaints/Grievances



## **School Building Administration**

All building principals shall act as the chief administrative officers of their own buildings and grounds. They shall be responsible for and shall have authority over the actions of the students, professional and support staff members, visitors and persons hired to perform special tasks.

Principals shall also be responsible for achieving the long- and short-range educational objectives of the school district, as those objectives pertain to students and staff in their buildings. As part of the district's standards-based education program, principals shall also be responsible for development and management of a comprehensive standards-based education program in their buildings and shall rigorously monitor and modify the program to ensure that all students meet or exceed district and state standards.

In the absence of a building principal, the superintendent shall assume all authority and duties of the principal.

Current practice codified 1995  
Adopted: date of manual adoption  
Revised July 24, 2001

LEGAL REFS.: C.R.S. 22-32-126 (*employment of principals*)  
C.R.S. 22-60.5-301, 306 (*licensure reciprocity for out-of-state applicants*)  
C.R.S. 22-63-103 (1.5) (*definition of administrator*)  
C.R.S. 22-63-201 (*exception to licensure requirement*)

***NOTE: Under C.R.S. 22-63-201, "administrators" (except principals and assistant principals) are no longer required to possess a license. Principals and assistant principals must still be licensed.***



## **Evaluation of Evaluators**

Provision shall be made for periodic evaluation of evaluators of professional staff to insure that the total process is being carried out in a fair, professional and credible manner.

All persons who evaluate professional staff members shall possess an administrative certificate issued by the Colorado Department of Education and shall have received education and training in evaluation skills approved by the department. Issuance or renewal of an administrative certificate requires that the applicant has received such approved education and training in evaluation skills.

Evaluation instruments for all professional staff administrators shall include a section dealing with their evaluation skills. The superintendent or his designee shall review all evaluations done by professional staff administrators and when necessary shall discuss with them procedure and form.

The superintendent's evaluation skills shall be part of his evaluation by the Board of Education.

As part of its ongoing review, the district personnel performance evaluation council shall seek evidence that evaluators are implementing the process in a fair, professional and credible manner and shall report its finding and recommendations to the Board of Education.

Current practice codified 1995  
Adopted: date of manual adoption

LEGAL REF.: C.R.S. 22-9-106 (4)

CROSS REF.: BDFA\*, District Personnel Performance Evaluation Council





## **Policy Implementation**

The superintendent has responsibility for carrying out, through administrative regulations, the policies established by the Board.

The policies developed by the Board and the administrative regulations developed to implement policy are designed to increase the probability of an effective and efficient school system. Consequently, it is assumed that all Board employees and students will carry them out willingly.

Employees shall be responsible for informing their subordinates of existing policies and regulations and for seeing that they are implemented in the spirit intended. Disregard for Board policy and administrative regulations may be interpreted as insubordination and/or willful neglect of duty.

Current practice codified 1995

Adopted: date of manual adoption



## **Development of Regulations**

Except as the Board itself develops regulations, it shall delegate to the superintendent the function of developing regulations and procedures under which the district will be operated in accordance with Board policy.

In the development of administrative regulations, the superintendent shall involve at the planning stage those who would be affected by such rules including staff members, students, parents and the public. He shall weigh with care the counsel given by representatives of staff, student and community organizations. He shall inform the Board of such counsel in presenting reports of administrative regulations and in presenting any regulations for Board approval.

The Board itself shall approve regulations when specific state or federal laws require the Board to do so or when the Board or superintendent considers such approval desirable.

Current practice codified 1995

Adopted: date of manual adoption



## **Board Review of Regulations**

The Board reserves the right to review regulations issued by the administration at its discretion, but it shall revise or veto such regulations only when, in the Board's judgment, they are inconsistent with policies and regulations adopted by the Board. The Board shall be provided with copies of all districtwide regulations issued by the administration.

Regulations shall be officially approved by the Board when this is required by state or federal law or when strong community, staff or student attitudes make it advisable for the regulations to have Board approval.

Before issuance, regulations shall be properly titled and coded as appropriate to the policy codification system selected by the Board.

Current practice codified 1995

Adopted: date of manual adoption

CROSS REF.: BGA, Policy Development System



## **Handbooks and Directives**

In order that pertinent Board policies, district regulations and/or school rules may be known by all staff members and students affected by them, district administrators and principals are granted authority to issue staff and student handbooks as found necessary and desirable.

It is essential that the contents of all handbooks conform with districtwide policies and regulations. It also is important that all handbooks bearing the name of the district or one of its schools be of a quality that reflects credit on the district. Therefore, the Board expects all handbooks to be approved by the Board and/or superintendent prior to publication.

The Board shall review and approve the districtwide personnel handbooks and the student handbooks so that the contents of both may be accorded the status of Board-approved policy and regulation. The superintendent shall use his judgment as to whether other specific handbooks need Board approval. However, all handbooks published shall be made available to the Board for informational purposes.

Current practice codified 1995

Adopted: date of manual adoption





File: CHD

### **Administration in the Absence of Policy**

In the absence of policy or directions by the Board, the superintendent shall assume the authority necessary to deal effectively with unforeseen situations arising suddenly.

This action shall be subject to later consideration by the Board.

Adopted April 6, 1982

