

Procedures

Series 300

Code 301

Title: Central Administration--Function

The function of the central administration shall be to plan for and to coordinate, supervise, assist, and direct the whole system as a unified enterprise in accordance with the purposes, policies, plans, procedures, and programs authorized by the Board of Directors.

Series 300

Code 303

Title: Qualifications--Superintendent

To be eligible for appointment to the office of Superintendent of Schools, a candidate shall have the necessary certificate as required by law; shall possess qualities of professional and civic leadership; shall be of good character, and moral repute; shall have specialized training in the educational and business administration of public schools, with a degree from an accredited institution of higher learning; and shall have demonstrated, by suitable experience, the capability of leading a staff and community in a continuous program of school improvement.

Series 300

Code 305

Title: Responsibilities--Superintendent

1. The superintendent shall attend meetings of the board, shall meet with committees and shall have the privilege of taking part in all deliberations except when requested, either by the president or by the board, not to attend.
2. The superintendent shall prepare and submit to the Board of Directors for approval rules and regulations, proposed policy changes, programs and facilities proposals requiring action by the board which are needed for the proper conduct and control of the functions of the board and the management of the schools.
3. The superintendent shall be responsible for placing before the board necessary and helpful facts, comparisons, investigations, information and reports; and for making available at the proper time, advice on special or technical matters, aside from legal questions, of those persons who are particularly qualified to furnish it.
4. The superintendent shall be responsible for keeping or having kept, and for presenting to the Board of Directors in a form that will facilitate and make efficient their deliberations and proceedings, records of problems, conditions, and duties requiring action by them.
5. The superintendent shall recommend employment and salaries of all staff personnel and others as required by law and prescribed by the Board of Directors.

Architects, attorneys, and auditors employed by the school district shall be directed and supervised by the superintendent in the same manner as provided all district administrative staff.

6. The superintendent shall assign, transfer or suspend school district employees when it is deemed to be in the best interests of all concerned. Board approval will be requested when it is required by law, contract, or prescribed by the Board of Directors. (Code 279.27)

7. The superintendent shall recommend, as the need arises, board approval for the addition or reduction of staff.

8. The superintendent shall supervise the establishment or modification of the boundaries of school sub-districts and shall recommend to the Board of Directors, for final approval, the necessary rules and regulations of attendance in connection therewith.

9. The superintendent shall recommend to the Board of Directors for its approval new courses of study, the elimination of obsolete courses of study and the adoption of textbooks.

10. The superintendent shall be responsible for preparing and submitting to the Board of Directors, not later than the first regular meeting in March, a tentative detailed budget for the ensuing fiscal year and a formalized budget for the same year as soon as practicable thereafter.

11. The superintendent shall have power to approve and direct, in accordance with law and the rules of the Board of Directors, purchases and expenditures within the limits of the detailed budget approved by the board.

12. The superintendent shall have the power to decide all matters of administrative detail concerning which no specific provision has been made in the law or the board's rules and regulations, reporting at the next regular meeting those decisions which should be authorized by appropriate bylaws or regulations enacted or established by the board.

13. The superintendent shall as frequently as practicable and upon the request of the Board of Directors transmit written or verbal reports on the general condition of the schools, the work of the several departments, measures of progress and the results of the administration of the board's policies.

Series 300

Code 306

Title: Responsibilities of Administrative Staff

Staff responsibilities shall be in accordance with the administrative organization chart and the job description for the position.

Series 300

Code 330

Title: District Management

The district's management function involves the cooperative effort of the administration, Board of Directors, and other stakeholders to:

- a. Improve the quality and effectiveness of educational programs
- b. Acknowledge the diverse student population served
- c. Efficiently operate the school system
- d. Provide a framework for improved participation in the decision-making process.

Series 300

Code 331

Title: School-Based Councils

The membership of school-based councils (SBCs) shall include an equitable representation of parents, teachers, business community and students (at the high school level only).

See Board Policy Code 330: School-Based Management Through Shared Decision-Making

Approved September 15, 1992

Series 300

Code 338

Title: Request for Waiver of Specific Policy or Procedure

The consideration of waivers is coordinated by the School-Based Management Through Shared Decision Making (SBM/SDM) Coordinating Council. The council consists of stakeholders including parents, teachers, principals and central office administrators.

Inquiries may be forwarded to either the Executive Director of Early Childhood and Elementary Programs, the Executive Director of Middle and High School programs or the Phase III/School Improvement Specialist.

I. Purpose: The purpose of a waiver is to increase student learning and success. A waiver provides School-Based Councils and school staff members with a procedure for implementing innovations that may require exemptions from current policies and rules. (This process does not address waivers to the comprehensive agreement.)

II. Duration: Waivers may be for one year and may be renewed, upon review of the results of the waiver evaluation.

III. Procedures:

A. Waiver requests are submitted and signed by the co-chairs (one of whom is the principal) of the School-Based Council (SBC).

1. Consensus will have been reached on the waiver request by the stakeholders.
2. The SBC will ensure that an effective dialogue with involved administrators and/or program directors has taken place.

3. Involved staff members will have been actively involved and other staff made aware of the request.

B. All waiver requests must:

1. identify the research, theory, or best practices on which the waiver request is based;
2. address issues identified in the school improvement plan;
3. include a brief description of the process used to involve appropriate stakeholders (i.e., parents, staff, etc.)
4. include an appropriate evaluation design; and
5. be complete.

C. Waiver requests and renewals are submitted to the Executive Director of Early Childhood and Elementary Programs or the Executive Director of Middle and High School Programs. Good decisions require careful consideration. Please give the Executive Directors and the SBM/SDM Coordinating Council adequate time to process your request.

D. The Executive Director may determine that the action can be taken without the need of a waiver.

E. After reviewing the request, the SBM/SDM Coordinating Council may:

- a. recommend approval as submitted;
- b. recommend approval with modification or stipulations;
- c. request further discussion, dialogue and additional information; or
- d. deny support for the waiver request and provide reasons for the denial.

F. Waiver recommendations will be submitted to the Superintendent for action. Requests for waivers from current board policy, state or federal statute, or regulation that are recommended by the Superintendent will be sent to the Board of Directors for action. Schools will receive a copy of the SBM/SDM Coordinating Council's recommendation to the Superintendent and will be informed in writing of action taken by the Superintendent.

G. Waiver recommendations may be appealed to the Superintendent. The Superintendent's decision may be appealed to the Board of Directors.

H. Decisions by the SBM/SDM Coordinating Council will be made by consensus.

I. Waiver renewals must follow the procedures listed above. A Waiver Evaluation and Progress Report based on evaluation design should be reported in the Progress Report section of the School Improvement Plan and attached to the new School Request Form for a Waiver.

J. Waiver procedures will be reviewed as needed.

Approved September 15, 1992; revised January 19, 1999

