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**Administration
Section 300**

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The superintendent of schools will be the executive officer of the board of trustees and the administrative head of all divisions and departments of the school system. The superintendent is directly responsible to the board for the execution of its policies, for the faithful and efficient observance of its rules by all employees throughout the system, and for the enforcement of all provisions of the law relating to the operation of the schools.



LEGAL REFERENCE:

Idaho Code Sections

33-506

33-513

ADOPTED: 11/27/2007

AMENDED:

Certificated and non-certificated district administrators may be appointed by the board of trustees as determined necessary. Such individuals are directly responsible to the superintendent and will perform those duties set forth in the specific job descriptions.

All certificated district administrators will be employed using the appropriate contract approved by the State Superintendent of Public Instruction, and will be properly certified for the position.



LEGAL REFERENCE:

Idaho Code Sections

33-513

33-1201

ADOPTED: 11/27/2007

AMENDED:

The board will employ a superintendent of schools for a term not to exceed three (3) years. The superintendent will be the executive officer of the board with such powers and duties as the board may prescribe to him or her. The superintendent acts as the authorized representative of the district whenever it is required, unless some other person is named by the board to act as its authorized representative.

The board will conduct an annual, written formal evaluation of the work of the superintendent. The evaluation will indicate the strengths and weaknesses of the superintendent's job performance and set forth areas for improvement in the superintendent's job performance, if, in the view of the board, it is called for.

The board will enter into a written contract with the superintendent using the Superintendent's Teacher Contract form approved by the State Superintendent of Public Instruction. With the exception of initial appointment, the superintendent's contract will be reviewed at the regular board meeting each January and, if approved, may be extended for not less than one (1) additional year beyond the established expiration date of the contract. The superintendent does not acquire renewable contract rights.

If the superintendent and board determine that another contract will be used, prior approval for another contract form must be received from the State Superintendent of Public Instruction.

The superintendent will hold not less than a Masters Degree and will be properly certified pursuant to State Board of Education rules for the position.

The superintendent will be employed for a twelve-month period and will be paid as determined by the board. The superintendent will be entitled to paid vacation as determined by the board. The superintendent will be entitled to a two-week (2-week) paid vacation each of the first five (5) contract years and three (3) weeks annually thereafter taken at the discretion of the superintendent with board approval. The superintendent will receive the same insurance and other benefits as received by other certificated personnel.



LEGAL REFERENCE:

Idaho Code Sections

33-513

33-515

33-1201

ADOPTED: 11/27/2007

AMENDED:

The superintendent has the authority to make administrative decisions on issues not specifically covered by written board policy when circumstances and time restrictions make such action necessary. The superintendent's decision will be subject to review by the board at its next regular or special meeting.



LEGAL REFERENCE:

Idaho Code Section 33-513

ADOPTED: 11/27/2007

AMENDED:

Superintendent

Duties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools, in accordance with Board policies and directives and state and federal law. The Superintendent is hereby granted authority to act on behalf of the Board and the District in all administrative matters with the exception of those matters specifically reserved for the Board in law or rule for which there lawfully cannot be any delegation by the Board. The Superintendent is also authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated.

Qualifications and Appointment

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent shall have a valid superintendent's endorsement.

When the office of the Superintendent becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Board will conduct a written formal evaluation, at least annually, of the performance of the Superintendent, using standards and objectives developed by the Superintendent and the Board, which are consistent with the District's mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation should include a discussion of strengths and weaknesses in the year immediately preceding the evaluation, as well as performance areas needing improvement.

At least thirty-three percent (33%) of the evaluation will be based on multiple, objective measures of growth in student achievement as determined by the Board and based upon research. The Board has selected the following as the District's measures of growth in student achievement for evaluating the Superintendent:

- Growth in student test scores
- Graduation rates

Compensation and Benefits

The Board and the Superintendent shall enter into a contract approved by the State Superintendent of Public Instruction. This contract shall govern the employment relationship between the Board and the Superintendent.

Legal Reference: I.C. § 33-513 Professional personnel
Hancock v. Idaho Falls School District No. 91, No. CV-04-537-E-BLW, 2006
U.S. Dist. Ct. LEXIS 52243

Policy History:

Adopted on: 2/18/14

Revised on:

Principals employed by the board may be issued one (1) year or two (2) year contracts on the contract form approved by the State Superintendent of Public Instruction. The superintendent will make recommendations to the board regarding each respective principal's contract.

Each principal will be properly certified pursuant to State Board of Education rules for the position.

The board will notify any principal prior to:

February 15th if it intends to cancel any extension of the Teacher's Contract Form for administrators.

Service performed under such contract will be included in meeting the renewable contract provisions set forth in Idaho Code Section 33-515.

Each principal will be paid an annual salary as determined by the board and will receive the same leave, insurance and other benefits as received by other certificated personnel.



LEGAL REFERENCE:

Idaho Code Sections

33-513

33-515

33-1201

ADOPTED: 11/27/2007

AMENDED:

Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. For building based school administrators such evaluation may include a section for input received from parents or guardians. Parental or guardian input forms may be made available on the main District webpage. The Board shall determine the manner and weight of parental input on the evaluation if it is included.

At least thirty-three percent (33%) of the evaluation will be based on multiple, objective measures of growth in student achievement as determined by the Board and based upon research. The Board has selected the following as the District's measures of growth in student achievement for evaluating administrative staff:

- Growth in student test scores
- Student grades

The Board and Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to the evaluation within ten (10) days following the conference.

Legal Reference: I.C. § 33-513 Professional Employees
 I.C. § 33-518 Employee Personnel Files

Policy History:

Adopted on: 11/27/07

Revised on: 2/18/14

All billing of administrators' expenses for travel, lodging, and food for district-related activities must receive the superintendent's advance approval.

Travel outside the state of Idaho must have prior approval of the superintendent for expenses to be reimbursed to the administrator.



LEGAL REFERENCE:

Idaho Code Section 33-506

ADOPTED: 11/27/2007

AMENDED:

The board of trustees of this district will annually adopt and implement a school calendar which will be based on a minimum number of instructional hours as follows:

<u>Grades</u>	<u>Hours</u>
9-12	990
4-8	900
1-3	810
K	450

Instructional hours may include school assemblies, testing, and other instructionally related activities directly involving students. Instructional hours will not include transportation to and from school, time between classes, recess, and lunch periods.

The board will provide access to the minimum annual required instructional hours for all district students, even if the student is enrolled in a multiple shift program.

The board may reduce the annual required instructional hours as follows:

- a) Up to a total of twenty-two (22) hours to accommodate staff developmental activities conducted on such days as the board deems appropriate;
- b) Up to a total of eleven (11) hours for emergency school closures due to adverse weather conditions and facility failures; and
- c) Up to an additional total of eleven (11) hours for 12th grade students.

Student and staff activities related to the opening and closing of the school year, grade reporting, program planning, staff meetings, and other classroom and building management activities will not be counted as instructional hours and will not be used to reduce the annual required instructional hours.

If appropriate, the board will request exemption to the required instructional hours, or the reduction thereof, from the state superintendent of public instruction for any district school when the unforeseen closure of that school does not affect the attendance at other district schools.

The school calendar will be drafted and submitted through administrative channels for staff input during the spring prior to the beginning of each school year. The board will approve the calendar for the upcoming school year no later than the regular board meeting prior to May 15th or prior to date of submission set by State Department of Education.



LEGAL REFERENCE:

Idaho Code Sections

33-506

33-512

ADOPTED: 11/27/2007

AMENDED:

The superintendent is granted the power by the board to close the schools or dismiss students early in the event of hazardous weather or other emergencies which threaten the safety or health of the students or staff.

When such emergency closure occurs, the superintendent will bring it to the attention of the board at the next regular meeting for approval.

Upon approval by the board, up to eleven (11) hours of emergency school closure due to adverse weather conditions and/or facilities failures may be reduced from the annual instructional hour requirements.

If appropriate, the board will request exemption to the required instructional hours, or the reduction thereof, from the state superintendent of public instruction for any school in the district when closure of that school for unforeseen circumstances does not affect the attendance at other district schools.



LEGAL REFERENCE:

Idaho Code Section 33-512(1)

ADOPTED: 11/27/2007

AMENDED:

School holidays will include Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Presidents' Day, Memorial Day, and Independence Day. No school sessions will be held on these days. Other specified state holidays, if falling on a school day, will be observed with appropriate ceremonies. Martin Luther King/Idaho Human Rights Day will be commemorated by the schools of the district.

Each school in session on Veteran's Day will conduct and observe an appropriate program for at least one class period remembering and honoring American veterans.

A day during the month of April in each year, designated as Arbor Day, will be observed by such exercises as will encourage the planting, preservation, and protection of trees and shrubs.



LEGAL REFERENCE:

Idaho Code Sections

33-512

33-1606

ADOPTED: 11/27/2007

AMENDED: