

## ADMINISTRATION

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## ROLE OF SCHOOL DISTRICT ADMINISTRATION

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It shall be the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities and for the employees.

The board and the administration shall work together to share information and decisions under the management team concept.

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

MANAGEMENT

The board and the administrators shall work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It shall be the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator shall support the decisions reached on the issues confronting the school district.

The board shall be responsible for making the final decision in matters pertaining to the school district.

It shall be the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Legal Reference: Iowa Code § 279.8 (1999).

Cross Reference: 301 Administrative Structure

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

## MANAGEMENT TEAM

The board considers all those who have a role in the recruitment or release of employees to be part of the management team. The management team shall be headed by the superintendent. The superintendent shall convene meetings to discuss school district policies, administrative procedures and other business brought to the superintendent's attention.

The management team shall meet with the board upon the board's request or superintendent's recommendation to review overall operations of the school district and conditions affecting the management team. The management team shall have no relationship to the formal negotiating unit. In the event a member or members of the management team are unable to resolve a problem, a committee of one board member, one management team member, and the superintendent shall investigate the circumstances and make a recommendation. If the recommendation does not settle the matter, the board and the management team shall meet to resolve the matter. The board may seek the advice of outside management consultants to assist in resolving the matter.

Legal Reference: Iowa Code § 279.8 (1999).

Cross Reference: 301 Administrative Structure

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

ADMINISTRATION AND BOARD OF DIRECTORS

The superintendent, as the chief executive officer of the board, shall work with the board, particularly the board president, to keep the board informed of school district operations. The board shall maintain contact with other administrators through the superintendent.

The administrators and other administrative employees shall work with the board through the superintendent. The administrators, in working with the board, shall assist the board by gathering information, informing the board of school district operations, implementing board policy, making recommendations and answering requests of the board.

The superintendent, unless excused by the board president, and the principals, unless excused by the superintendent, shall attend each board meeting.

Legal Reference: Iowa Code §§ 279.8, .20, .21 (1999).  
281 I.A.C. 12.4(4).

Cross Reference: 217 Board of Directors' Relationships  
301 Administrative Structure  
302 Administration Relationships

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

ADMINISTRATION AND EMPLOYEES

As managers of the school district, the administrators shall make employment recommendations, supervise employees, and evaluate employees' performance. Concerns or requests by employees shall first be reported to their direct supervisor for resolution. It shall be the responsibility of the administrators to resolve complaints and handle requests.

It shall be the responsibility of the administration to foster a positive attitude and to promote a cooperative effort among employees. It shall also be the responsibility of the administration to prevent misunderstandings within the school district and the community. It shall be the responsibility of each administrator to provide leadership to employees, and it shall be the responsibility of each school district employee to work cooperatively with the administrators to accomplish the educational philosophy of the school district.

Legal Reference: Iowa Code §§ 279.8, .20, .21, .23, .24 (1999).  
281 I.A.C. 12.4.

Cross Reference: 301 Administrative Structure  
302 Administration Relationships  
401.8 Employee Involvement in Decision Making

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

ADMINISTRATION AND ADJOINING DISTRICT ADMINISTRATION

Efficiency and economics may be achieved by working with adjoining school districts in offering education programs, offering in-service activities or programs and sharing employees or students. The administration shall consider and explore opportunities to work with adjoining school districts to expand the opportunities for the students and employees in the school district.

Legal Reference: Iowa Code §§ 28E; 257.11; 279.8; 280.13A, .15 (1999).

Cross Reference: 301 Administrative Structure  
302 Administration Relationships  
410.2 Shared Licensed Employees  
606.1 Shared Students

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

ADMINISTRATION AND AREA EDUCATION AGENCY

The administration shall utilize the resources of the Great Prairie Area Education Agency (AEA) by choosing to participate in programs which meet the needs of the school district. This includes utilizing educational materials and staff resources.

The administration may also utilize the AEA to facilitate regional programming and cooperation as well as to purchase supplies.

It shall be the responsibility of the superintendent to coordinate activities with the AEA.

Legal Reference: Iowa Code §§ 28E; 273; 279.8 (1999).

Cross Reference: 217.4 Board of Directors and Area Education Agency

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017



SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board shall employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board shall consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board shall consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, religion, age, sexual orientation, gender identity or disability. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board shall also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).  
42 U.S.C. §§ 2000e *et seq.* (1994).  
Iowa Code §§ 21.5(1)(i); 35C; 216; 279.8, .20 (2007).  
281 I.A.C. 12.4(4).  
1980 Op. Att'y Gen. 367.

Cross Reference: 200.2 Powers of the Board of Directors  
200.3 Responsibilities of the Board of Directors  
301 Administrative Structure  
302 Superintendent

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board shall be determined by the board. The contract will begin on July 1 and end on June 30. The contract shall state the terms of employment.

The first two years of a contract issued to a newly employed superintendent shall be considered a probationary period. The board may waive this period, or the probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or nonprobationary contract, the board shall afford the superintendent appropriate due process, including notice by May 15. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

If a superintendent's contract is not terminated by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the superintendent's contract is terminated consistent with statutory termination procedures.

It shall be the responsibility of the board to provide the contract for the position of superintendent.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

Legal Reference:        Martinek v. Belmont-Klemme Community School Dist., 772 N.W.2d 758 (Iowa 2009).  
                              Wedergren v. Board of Directors, 307 N.W.2d 12 (Iowa 1991).  
                              Briggs v Board of Directors of Hinton Community School District, 282 N.W.2d 740 (Iowa 1979).  
                              Iowa Code §§ 21.5(1)(i); 279.20, .22-.25 (1999).  
                              281 I.A.C. 12.4(4).

Cross Reference:        302        Superintendent

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

SUPERINTENDENT SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the superintendent. It shall be the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary shall be set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses shall be paid by the school district when the superintendent is performing work-related duties. It shall be within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation shall be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code §§ 279.8, .20 (1999).  
1984 Op. Att'y Gen. 47.

Cross Reference: 302 Superintendent

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

## SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent shall be responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent shall be responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent shall consider the financial situation of the school district as well as the needs of the students. Specifically the superintendent:

- Interprets and implements all board policies and all state and federal laws relevant to education.
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board.
- Represents the board as a liaison between the school district and the community.
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community.
- Attends and participates in all meetings of the board, except when the superintendent's employment or salary is under consideration when the superintendent has been excused, and makes recommendations affecting the school district.
- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request.
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval.
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board.
- Files, or causes to be filed, all reports required by law.
- Makes recommendations to the board for the selection of employees for the school district.
- Makes and records assignments and transfers of all employees pursuant to their qualifications.
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval.
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee.
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies.
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district.

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

## SUPERINTENDENT DUTIES

- Supervises methods of teaching, supervision, and administration in effect in the schools.
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends.
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students.
- Defines educational needs and formulates policies and plans for recommendation to the board.
- Makes administrative decisions necessary for the proper functioning of the school district.
- Responsible for designating a staff member for scheduling the use of buildings and grounds by all groups and/or organizations.
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies.
- Approves vacation schedules for employees.
- Conducts periodic district administration meetings.
- Performs other duties as may be assigned by the board.
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board.
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties shall not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent shall consider the school district's financial condition as well as the needs of the students in the school district.

Legal Reference: Iowa Code §§ 279.8, .20, 23A (1999).  
281 I.A.C. 12.4(4).

Cross Reference: 209 Board of Directors' Management Procedures  
301 Administrative Structure  
302 Superintendent

## SUPERINTENDENT EVALUATION

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent on an annual basis. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

The formal evaluation will be based upon the following principles:

- The evaluation criteria shall be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
- At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- Each board member shall have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
- The superintendent shall conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole shall discuss its evaluation with the superintendent;
- The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and, if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation; and,
- The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

Legal Reference: Wedergren v. Board of Directors, 307 N.W.2d 12 (Iowa 1981).  
Iowa Code §§ 279.8, .20, .23, .23A (2007).  
281 I.A.C. 12.3(4).

Cross Reference: 212 Closed Sessions  
302 Superintendent

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It shall be the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent shall bring it to the attention of the board president prior to attending the event.

The superintendent shall report to the board after an event.

Legal Reference: Iowa Code § 279.8 (1999).  
281 I.A.C. 12.7.

Cross Reference: 303.7 Administrator Professional Development  
401.7 Employee Travel Compensation

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017



SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It shall be the responsibility of the superintendent to become involved in school district community activities and events. The board may include a lump sum amount as part of the superintendent's compensation to be used specifically for paying the annual fees of the superintendent for school district community activities and events. Annual fees may be compensated if, in the board's judgment, the superintendent's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It shall be within the discretion of the board to pay annual fees for professional organizations and activities.

Legal Reference: Iowa Code § 279.8 (1999).  
1990 Op. Att'y Gen. 79.

Cross Reference: 302.3 Superintendent Salary and Other Compensation  
303.8 Administrator Civic Activities

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent's position is considered full-time employment. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board shall give the superintendent thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .20 (1999).

Cross Reference: 302.2 Superintendent Contract and Contract Nonrenewal  
302.4 Superintendent Duties

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

ADMINISTRATIVE POSITIONS

The school district shall have, in addition to the superintendent, a high school principal and an elementary principal.

These administrators shall work closely with the superintendent in the day-to-day operations of the school district.

It shall be the responsibility of these administrators to uphold board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the board under the management team concept.

Legal Reference: Iowa Code §§ 279.8, .20, .21, .23-.24 (1999).  
281 I.A.C. 12.4.

Cross Reference: 301 Administrative Structure  
303 Administrative Employees

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board shall employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board shall consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board shall consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board shall also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It shall be the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board shall act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Legal Reference: Iowa Code §§ 279.8, .21 (2007).  
281 I.A.C. 12.4.  
1980 Op. Att'y Gen. 367.

Cross Reference: 303 Administrative Employees

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board shall be determined by the board and stated in the contract. The contract shall also state the terms of the employment.

The first two years of a contract issued to a newly employed administrator shall be considered a probationary period. The board may waive this period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the board shall afford the administrator appropriate due process, including notice by May 15. The administrator and board may mutually agree to terminate the administrator's contract.

If an administrator's contract is not terminated by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.

It shall be the responsibility of the superintendent to create a contract for each administrative position.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with board policies regarding the areas of resignation, release or retirement.

Legal Reference:        Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).  
                                 Board of Education of Fort Madison Community School District v Youel, 282 N.W.2d 677 (Iowa 1979).  
                                 Briggs v Board of Education of Hinton Community School District, 282 N.W.2d 740 (Iowa 1979).  
                                 Iowa Code §§ 279.20, .22-.25 (1999).  
                                 281 I.A.C. 12.4(4), .4(7).

Cross Reference:        303        Administrative Employees

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

ADMINISTRATOR SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the administrators. It shall be the responsibility of the board to set the salary and benefits of the administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. The salary shall be set at the beginning of each contract period.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses shall be paid by the school district when the administrator is performing work-related duties. The board shall approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation shall be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code § 279.21 (1999).  
1984 Op. Att'y Gen. 47.

Cross Reference: 303 Administrative Employees

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

## ADMINISTRATOR DUTIES

Administrators shall be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center shall have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, shall be responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal shall be considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the principal's supervision.
- Supervision of the teachers in the principal's attendance center.
- Maintain the necessary records for carrying out delegated duties.
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible.
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board.
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities.
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory shall be reviewed and filed with the board secretary.
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent.
- Make such reports from time to time as the superintendent may require.
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent.
- Contribute to the formation and implementation of general policies and procedures of the school.
- Perform such other duties as may be assigned by the superintendent of schools.

This list of duties shall not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators shall consider the school district's financial condition as well as the needs of the students in the school district.

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

ADMINISTRATOR DUTIES

Legal Reference: Iowa Code §§ 279.8, .21, .23A (1999).  
281 I.A.C. 12.4(5), .4(6), .4(7).

Cross Reference: 301 Administrative Structure  
303 Administrative Employees



## ADMINISTRATOR EVALUATION

The superintendent shall conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the superintendent will formally evaluate the administrators annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation shall include written criteria related to the job description. The superintendent, after receiving input from the administrators, shall present the formal evaluation instrument to the board for approval.

The formal evaluation shall also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation shall be completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and nonprobationary administrators prior to May 15.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Legal Reference: Iowa Code §§ 279.8, .21-.23A (2007).  
281 I.A.C. Ch 83; 12.3(4).

Cross Reference: 303 Administrative Employees

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It shall be the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent shall bring it to the attention of the board prior to the administrator attending the event.

The administrator shall report to the superintendent after an event.

Legal Reference: Iowa Code § 279.8 (1999).  
281 I.A.C. 12.7.

Cross Reference: 302.6 Superintendent Professional Development  
401.7 Employee Travel Compensation

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

ADMINISTRATOR CIVIC ACTIVITIES

The board encourages the administrators to be involved in the school district community by belonging to community organizations, and by attending and participating in school district community activities.

It shall be the responsibility of the administrators to become involved in school district community activities and events. The board may include a lump sum amount as part of the administrator's compensation to be used specifically for paying the annual fees of the administrator for school district community activities and events if, in the board's judgment, the administrator's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It shall be within the discretion of the board to pay annual fees for professional organizations and activities.

Legal Reference: Iowa Code § 279.8 (1999).  
1990 Op. Att'y Gen. 79.

Cross Reference: 302.7 Superintendent Civic Activities

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board shall give the administrator thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .21 (1999).

Cross Reference: 303.3 Administrator Contract and Contract Nonrenewal  
303.5 Administrator Duties

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

REDUCTION IN ADMINISTRATIVE POSITIONS

The board shall have the discretion to determine the appropriate number of administrators.

When considering a reduction in administrative positions, the board shall consider the number of students to be enrolled, the financial condition of the school district, the reassignment of duties among other administrators, and other factors deemed relevant by the board.

The board shall consider the relative skills, ability, competence, experience, effectiveness, and qualifications of the administrators to do the available work, as well as other factors deemed relevant by the board in making reductions in administrative positions.

Legal Reference:        In re: Waterloo Community School District, 338 N.W.2d 153 (Iowa 1983).  
                                 Olds v Board of Education, Nashua Community School District, 334 N.W.2d 765  
                                 (Iowa App. 1983).  
                                 Iowa Code §§ 279.8, .21, .23, .24 (1999).

Cross Reference:        303     Superintendent  
                                 304     Administrative Employees

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It shall be the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent may consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community shall be informed in a manner determined by the superintendent.

The board shall be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It shall be the responsibility of the superintendent to enforce administrative regulations.

Legal Reference: Iowa Code § 279.8 (1999).

Cross Reference: 209 Board of Directors' Management Procedures  
304.2 Monitoring of Administrative Regulations

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

MONITORING OF ADMINISTRATIVE REGULATIONS

The administrative regulations shall be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

Legal Reference: Iowa Code §§ 279.8, .20 (1999).

Cross Reference: 209 Board of Directors' Management Procedures  
304.1 Development and Enforcement of Administrative Regulations

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

## ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators shall conduct themselves professionally and in a manner fitting to their position.

Each administrator shall follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, shall be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Upholds the honor and dignity of the profession in actions and relations with students, colleagues, board members and the public.
- Obeys local, state and national laws; holds to high ethical and moral standards; and gives loyalty to this country and to the cause of democracy and liberty.
- Accepts the responsibility to master and contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession.
- Strives to provide the finest possible educational experiences and opportunities to the members of the school district community.
- Seeks to preserve and enhance the prestige and status of the profession when applying for a position or entering into contractual agreements.
- Carries out in good faith the policies duly adopted by the local board and the regulations of state authorities and renders professional service.
- Disallows consideration of private gain or personal economic interest to affect the discharge of professional responsibilities.
- Recognizes public schools are the public's business and seeks to keep the public informed about their schools.
- Supports and practices the management team concept.

Legal Reference: Iowa Code § 279.8 (1999).  
282 I.A.C. 13.

Cross Reference: 404 Employee Conduct and Appearance

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017



SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the absence of the superintendent, it shall be the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent shall be in this order: high school principal then elementary principal.

If the absence of the superintendent is temporary, the successor shall assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board shall appoint an acting superintendent to assume the responsibilities of the superintendent. The successor shall assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual shall mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Legal Reference: Iowa Code § 279.8 (1999).  
281 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

## COMMUNICATION CHANNELS

Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. School employees shall be responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community shall confer with a licensed employee and then with the principal on questions and concerns.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within five school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within five school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. The action of the board will be final.

It shall first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

Legal Reference: Iowa Code § 279.8 (1999).

Cross Reference: 213 Public Participation in Board Meetings  
401.4 Employee Complaints  
502.5 Student Complaints and Grievances  
504.3 Student Publications

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

## SUPERINTENDENT/ADMINISTRATOR EARLY RETIREMENT

The school district offers an early retirement plan for administrative employees. Administrative employees are administrative employees who are currently performing their assigned duties within the school district. An administrative employee is eligible under the early retirement plan when the administrative employee:

- Is the age of 55 and over on or before June 30 of the year in which the administrative employee wishes to retire;
- Completes a total of 15 years of service as a full-time administrative employee to the school district;
- Submits an application to the board president (for the superintendent) or to the superintendent (for all other qualified administrators) for participation in the plan on or before 4:00 p.m., March 1, 2015. Applications submitted after March 1 may be considered at the discretion of the board depending on the circumstances for the late application;
- Submits a written resignation. The resignation may be contingent upon approval by the board of participation in the voluntary early retirement plan; and,
- Receives board approval of the administrative employee's application for participation in the early retirement plan, of the administrative employee's resignation and of the disbursement of early retirement incentive to the administrative employee.

Approval by the board of the administrative employee's early retirement application shall constitute a voluntary resignation. Approval by the board of the administrative employee's early retirement application shall also make the administrative employee eligible for disbursement of the early retirement incentive on July 15, 2015. Failure of the board to approve the administrative employee's early retirement application shall make the administrative employee's current contract with the board continue in full force and effect.

This early retirement policy is offered for one year only, for retirements to begin with the 2014/2015 school year. The board has complete discretion to offer or not to offer an early retirement plan for administrative employees. It will be re-evaluated for subsequent years.

Approved October 11, 1999

Reviewed April 10, 2017

Revised May 8, 2017

## SUPERINTENDENT/ADMINISTRATOR EARLY RETIREMENT

## Cash Benefit

*Percentage of Pay - The early retirement incentive for each eligible administrative employee approved by the board will be based on the administrative employee's salary in effect the 2014/2015 year of the administrative employees employment with the school district. The employee will receive 50 percent of the 2014/2015 current year's salary. That amount shall be the lump sum amount of early retirement incentive the administrative employee will receive.*

Legal Reference: 29 U.S.C. §§ 621 *et seq.* (1994).  
Senate File 2366, 77<sup>th</sup> General Assembly, 2<sup>nd</sup> Reg. Sess. (1998).  
Iowa Code §§ 97B; 216; 279.46; 509A.13 (1999).  
581 I.A.C. 21.  
1978 Op. Att'y Gen. 247.  
1974 Op. Att'y Gen. 11, 322.

Cross Reference: 401.13 Recognition for Service of Employees  
407.3 Licensed Employee Retirement  
413.3 Support Employee Early Retirement

SUPERINTENDENT/ADMINISTRATOR EARLY RETIREMENT  
ACKNOWLEDGEMENT OF RECEIPT

The undersigned administrative employee acknowledges receipt of the early retirement plan documents stated below, for the administrative employee's consideration:

- early retirement policy (plan description);
- early retirement package; and
- early retirement application.

The undersigned administrative employee acknowledges that the application and participation in the early retirement plan is entirely voluntary.

The undersigned administrative employee acknowledges that the school district recommends the administrative employee contact legal counsel and the employee's personal accountant regarding participation in the early retirement plan.

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Administrative Employee

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Date

SUPERINTENDENT/ADMINISTRATOR EARLY RETIREMENT  
APPLICATION

The undersigned administrative employee is applying for early retirement pursuant to board policy 310, Superintendent/Administrator Employee Early Retirement. Please complete the following information:

\_\_\_\_\_  
(Full Legal Name of Administrative Employee) (Social Security Number)

\_\_\_\_\_  
(Current Job Title) (Date of Birth) (Years of Service)

Please attach a letter of resignation effective June thirtieth of the year in which the undersigned administrative employee intends to retire.

The undersigned administrative employee acknowledges that application and participation in the early retirement plan is entirely voluntary.

The undersigned administrative employee acknowledges that the school district recommends that the administrative employee contact legal counsel and the employee's own personal accountant regarding participation in the early retirement plan.

\_\_\_\_\_  
Administrative Employee

\_\_\_\_\_  
Date